

**PERSONNEL MEETING
FRIDAY, FEBRUARY 15, 2019**

ATTENDANCE: Chairman, Justice Rick Ash; Justice, Alvin Clay; Justice, Betty Hepler; Justice, Howard Norvell; Justice, Neil Burge; Justice, Molly Jackson; Treasurer, Peggy Meatte; Assessor, Harley Bradley; Collector, Susan McCormick; County Clerk, Janice Currie; Finance, Kelli Jones; Juvenile, Daryl Turner; John David Nelson; Steven Savage; NEA Town Courier, Joseph Fondren; Judge John Alan Nelson.

1. Meeting was called to order by Chairman, Justice Rick Ash.

2. Justice Ash asked Kelli Jones to help address the changes in the County Employee Handbook. (1.) When an employee retires the handbook says they cannot be retired for 60 days. Apers stated we need to change the wording to 180 calendar days. (2.) The handbook states travel expenses should be submitted to accounts payable at the end of each month. All reimbursement requests must be documented with receipts and an agenda. (3.) Family medical leave Act. A person is allowed to take 12 weeks of unpaid leave a year. If the employee has vacation and sick leave they are still paid and if they are eligible for catastrophic leave that will also be used. The Auditors and our Attorney's are telling us we cannot continue to pay the employee's insurance after 12 weeks and the employee will be responsible for the payment. This payment will be at the County rate. Motion was made by Justice, Howard Norvell to amend the changes for the County Employee Handbook. Second was made by Justice, Betty Hepler. Motion passed and will be presented to the Quorum Court February 26, 2019.

3. Justice Ash turned the meeting over to County Clerk, Janice Currie. Mrs. Currie stated she has an employee that has been off since December. The employee has a Doctor's excuse that will not allow her to return to work until April, 2019. Mrs. Currie asked the Committee to allow her to hire a part time employee. We are having a school board election in May and I need to get the person trained before the Election. Justice Norvell asked if there was an employee from the Blytheville office that could travel to Osceola. The County will pay the mileage. Discussion was held. The Committee will address the request in April.

4. Justice Ash turned the meeting over to Collector, Susan McCormick. Ms. McCormick requested the Committee allow her to change several slots and salaries for three of her employees. I would like to raise 2 slots to \$25,050.00 and one slot starting at a pay of \$24,700.00. Slot 6 will change to Deputy Clerk in Blytheville. Slot 8, take the part time temporary clerk salary and add to the salary for the Clerk in Manilla and Leachville making it \$26,036.00. A motion was made by Justice Howard Norvell to take the request to the Finance Committee. Second was made by Justice, Betty Hepler. Motion passed and will go to Finance Tuesday, February 19.

5, Meeting was adjourned.

Minutes submitted by: Cindy George

**FINANCE COMMITTEE MEETING
FEBRUARY 19, 2019 1:30 ANNEX BLDG.**

ATTENDANCE: Chairman, Justice Michael White; Justice, Molly Jackson; Justice, Bill Nelson; Justice, Fred Fleeman, Justice, Howard Norvell; Justice, Rick Ash; Justice, Alvin Clay; Justice, Jo Ann Henton; Justice, Betty Hepler; Treasurer, Peggy Meatte; Collector, Susan McCormick; County Clerk, Janice Currie; Assessor, Harley Bradley; Juvenile, Daryl Turner; Finance, Kelli Jones; Angie Nelson; John David Nelson; J.T. Harris; Steven Savage; NEA Town Courier; Judge, John Alan Nelson.

- 1. Meeting was called to order by Chairman, Justice Michael White.**
- 2. Justice White stated we were at 8% of the year. County General at 5%, Jail 6%, County Roads 5%, County Landfill 4%. The Elected Officials are running 6% to 8% of their budgets, the Automation Funds are on track. County General and the CD fund is a little less than \$5 million, \$2.142 million in checking, Economic Development \$9 million, over \$1 million in Solid Waste.**
- 3. Judge Nelson stated the Landfill is ahead \$13,000.00 in revenues from January 2018. The landfill is still looking for a Director. The contract on the compactor will be expiring soon and we are looking for a replacement. The Road Department has been hauling slag to the landfill. The GPS systems have been installed on the Road Department road graders. The cost for the GPS system is \$15.00 a month. Supervisor of the Road department Tony Stone would like to have the system installed on the dump trucks.**
- 4. Justice White stated the Collector, Susan McCormick met with the Personnel Committee. Justice White asked Justice Ash to inform the Committee of her request. Justice Ash stated she has a slot that is funded at \$25,400.00. She has hired a person into that slot and their salary is \$24,700.00. Ms. McCormick is wanting to take the \$700.00 difference and divide it between 2 other slots. This would bring their salary to \$25,050.00. The Personnel Committee recommended it to Finance. Ms. McCormick also would like to eliminate a part time slot that is funded for \$2,318.00 and add it to the Manilla and Leachville Office slot. The salary will increase to \$26,036.00. Discussion was held. The past year and half the County has given the employees a \$2,500.00 raise. The Committee will be looking at the JESAP program this summer and discuss bringing everyone to the second quartile. Justice Nelson stated it would be around \$50,000.00 to bring the employees up to the quartile. Ms. McCormick's request was tabled until the Committee looks at raises this summer.**
- 5. Justice Ash discussed the fuel tanks on the South Division property. The tanks have been considered empty since 2010. The County needs to bring these permits current. The cost could be as much as \$1,200.00. \$300.00 per year for four years. Justice Nelson suggested the County sell the Property. Justice Ash stated it would need to go before the Energy & Property Committee.**

6. Justice White asked Justice Nelson about the building the Circuit Clerk is renting. Justice Nelson stated the rent was \$800.00 with utilities. The cost to move the Circuit Clerk's office has been expensive. Justice White has some questions for Mrs. Mason.

7. Justice Ash stated the Personnel Committee will address the County Clerk's request to hire a part time employee in the near future. Janice Currie stated there was a School Board and millage election coming up and would need the extra help.

8. Judge Nelson stated they have been working on where the Courthouse will be located during the renovation. There will be 5 offices and 2 courtrooms to move to a new location. We have looked into several locations and the ANC Vo-tech building in Burdett looks to be the best location. Judge Nelson stated the move would not be easy. We will have to leave the Courthouse on Friday and open on Monday. We will be meeting with the Circuit Judge's, Sheriff's Department to see what we need for security and the Courtrooms. Groundbreaking for the renovation will be around November 2, 2019.

9. Justice White handed out a timeline for the bond closing for the renovation. May 21, 2019. The bond company wants 5% of the money spent in the first 6 months.

10. Treasurer, Peggy Meatte stated we exceeded our projected revenues in January. We made our first transfer from County General to the Jail. \$1.5 million was budgeted for transfers to the jail in 2019.

11. Meeting adjourned.

Minutes submitted by: Cindy George