

**PERSONNEL COMMITTEE MEETING
DECEMBER 4, 2019 1:30 ANNEX BUILDING**

ATTENDANCE: Chairman, Justice Rick Ash; Justice, Bill Nelson; Justice, Betty Hepler; Justice, Howard Norvell; Justice, Neil Burge; Justice, Michael White; Treasurer, Peggy Meatte; Collector, Susan McCormick; Assessor, Harley Bradley; Juvenile, Daryl Turner; County Clerk, Janice Currie; Finance, Kelli Jones; Public Affairs, Steven Savage; NEA Town Courier, Mark Brasfield.

1. Meeting was called to order by Justice, Rick Ash. Justice Ash stated the job descriptions have been received. Agenda was provided to the Justices. Business today is to look at job descriptions.

2. Assessor, Harley Bradley and Collector, Susan McCormick were present to present the request for Chief Deputy Clerk in Manila and Leachville. Job description was provided. Justice Nelson asked what the minimum and maximum perimeters would be. Kelli Jones stated they wanted to change the maximum salary to \$31,558.00. Collector, Susan McCormick stated they would start a new employee at \$22,000.00. Justice Nelson made a motion to table the request until the JESAP figures were provided. Justice Nelson stated he was asking about the job description not the person in the position now. Justice Nelson stated his motion stands.

3. Juvenile. Juvenile director, Daryl Turner presented the job description for full time secretary. Justice Ash stated new software has been added. Mr. Turner stated they were having to do the savory assessment for the State. The State has cut funding. The Secretary will be doing more of the paperwork which would give the Juvenile Officers more time to do the assessments. Justice Nelson asked what the salary would be. Mr. Turner stated starting \$22,000.00 to \$24,000.00. Justice Ash stated the full time position would take some of the work from the Juvenile officers. Justice Norvell asked what the title would be. Full time Administrative Assistant. Justice Nelson stated there was no education requirements listed in the job description. Justice Nelson would like to see education requirements included. Justice Ash stated the education requirements need to be added to all job descriptions. Justice Norvell stated the Juvenile department needs the full time position. Position has already been created, just waiting on the job description. Justice, Howard Norvell made a motion to create a full time administrative position for the Juvenile Department in place of the part time position with a high school diploma or GED. Second was made by Justice, Betty Hepler. Motion passed.

4. Assessor and Collector. Justice Ash asked for the minimum and maximum salary. Collector, Susan McCormick stated the minimum was \$21,911.00, maximum \$32,867.00. The collector stated when Ashley was hired she only did personal delinquent tax and assessed, hand wrote receipts and deposited the money, mailed the receipts to the Collector's Office. Last year she collected \$578,835.84. This has been a benefit to the Manila/Leachville area. She needs to be promoted to Chief Deputy. Justice Ash asked what her title was now. Deputy Assessor, Deputy Collector. The salary will be split 50/50 between the Assessor and Collector. Justice Hepler stated she should have been Chief Deputy all along. Justice Hepler

made the motion to take Assessor, Harley Bradley and Collector, Susan McCormick's recommendation to make Ashley Chief Deputy. Second was made by Justice, Howard Norvell. Justice Ash asked for further discussion. Motion passed.

5. Justice Ash stated we were going to review the job descriptions for Finance because we were looking into splitting one position. Justice White stated things were in the air at the moment and not sure of the final determination. An Ordinance was passed at Quorum Court on Tuesday, November 26, 2019 that altered the structure of the office of Finance. Judge Nelson has filed a veto on the Ordinance. The Quorum Court could choose to override the veto. State statutes require to override the veto it would need to be at the next Quorum Court Meeting on December 17, 2019. Seven votes would be required to override the veto. The Committee may want to wait on a decision on the positions. With or without the Judge's signature the Ordinance would become law after seven days and effective 30 days after publication. With the veto everything stops until the 17th of December. If the veto stands the Judge needs to be involved. I would not do anything without him. If the Court decides to override the veto the positions move under the County Treasurer. Justice White stated that was his opinion. Justice Norvell made a motion to table until the Regular Quorum Court meeting on December 17, 2019. Second was made by Justice, Betty Hepler. Justice Ash asked for further discussion. Motion passed.

6. Justice Ash stated we will be looking at this in the new year and decide what to do with the position of payroll and Accounts Payable.

7. County Clerk, Janice Currie stated she would like to change the title of one of the employees in Osceola to Recorder Deputy Clerk. The difference is the Salary. I have a Recorder Deputy Clerk in Burdette. The clerk in Osceola does the same job but does not get the same pay. Justice White asked what the difference in pay was. Justice Hepler asked how long the clerk had been in Osceola. County Clerk, Janice Currie stated less than 1 year. JESAP was used when the salary was set. Justice Ash stated we would request a job description. Janice Currie stated it has been turned in. Justice Ash asked the job descriptions be brought to the next meeting.

8. Meeting adjourned.

Minutes submitted by:
Cindy George