

**PERSONNEL COMMITTEE MEETING
JANUARY 14, 2020 1:30 ANNEX BUILDING**

ATTENDANCE: Justice, Rick Ash; Justice, Bill Nelson; Justice, Alvin Clay; Justice, Howard Norvell; Justice, Neil Burge; Justice, Molly Jackson; Treasurer, Peggy Meatte; Finance, Kelli Jones; Public Affairs, Steven Savage.

- 1. Meeting was called to order by Justice, Rick Ash.**
- 2. Job descriptions for Financial Management, Payroll, Insurance Coordinator, Accounts Payable (will be updated), Inventory and Imaging were handed out. Justice Ash stated the members of the committee present were Justice Nelson, Justice Norvell, Justice Clay. Salary range on Accounts Payable is not included on the old job description. Finance Director stated she will add the salary, inventory, imaging to the A/P description.**
- 3. Justice Ash stated a part time clerk position was given to Finance for the 2020 budget. The Finance Department would like to allow Kelli to move to a 40 hour week. The Finance Department would give up the part time clerk. Savings of around \$1,600.00. Would need to go to the Finance to close the position and give the funds to Finance Director, Kelli Jones.**
- 4. Leslie Lawrence will keep payroll add insurance. Accounts Payable, inventory and imaging will go to Beverly Pearson. Justice Norvell asked if the Personnel Committee had to make a decision what was done in the Finance Department. Kelli stated the salary worksheet approved by the Quorum Court for the 2020 budget would be changing. The Quorum Court would need to approve the changes. Treasurer, Peggy Meatte stated she was fine with the proposal. The proposal will be shown to the employees and it will be their decision to accept the changes. Justice Nelson asked for the job descriptions. Peggy stated payroll and accounts payable needed to be split. Justice Norvell made a motion to move Kelli Jones to a 40 hour work week, amend the job duties and send to Finance Committee to eliminate the part time clerk position. Second was made by Justice, Alvin Clay. Motion passed and will go to Finance.**
- 5. Justice Ash stated the job descriptions had been up dated to what the committee asked. Kelli will get a new copy of the A/P description. Inventory and imaging will be added. Justice Nelson asked why the salaries were approved before job descriptions were approved. Kelli asked if the Finance Department needed to wait to make the changes until the request goes to Quorum Court. Justice Ash stated the changes in the job duties will need to go to the Quorum Court. Justice Nelson stated the job descriptions should be combined instead of being separated. It would make the duties clearer.**
- 6. Second order of business has been withdrawn. The landfill had an open slot for a heavy equipment operator. The landfill has 1 open position. Assistant Scale House Operator. Justice Burge recommended that slot should be eliminated. Justice, Howard Norvell made a motion to eliminate the assistant scale house operator. Second was made by Justice, Bill Nelson. Motion passed. Recommendation will go to Finance.**

7. Meeting adjourned.

Minutes submitted by: Cindy George