

**PERSONNEL COMMITTEE MEETING  
APRIL 2, 2020 BURDETTE COURTHOUSE**

**ATTENDANCE:** Chairman, Justice Rick Ash; Justice, Bill Nelson; Justice, Alvin Clay; Justice, Betty Hepler; Justice, Howard Norvell; Justice, Neil Burge; Justice, Molly Jackson; Justice, Michael White; Public Affairs, Steven Savage; County Attorney, Jeremy Thomas; NEA Town Courier, Joseph Fondren.

1. Meeting was called to order by Justice, Rick Ash. Justice Ash stated the employees have been turning in their time sheets on Wednesday. Thursday, Friday and Saturday is still on that pay period. The employees are having to put down days that they are supposed to work but may not work. What the County would like to see happen is to have a one time moving of the payday. It would move from Tuesday to Friday of the same week. The Committee would like to give the employees 2 months starting on June 1<sup>st</sup> which is the normal payday and move to Friday the 5<sup>th</sup>. It has been pointed out to me that a lot of the employees have a lot of bills coming out on the first. I would like to see it moved to the middle of the month. This would give the employees time to reschedule payments. Time sheets would be due on Monday for the previous week. Turned in on Tuesday. Start doing payroll on Wednesday. Money would go into the bank on Thursday. Money available on Friday. No employee will get a short check. No adjustments on time sheets will have to be made. First change will be June 15<sup>th</sup>. Payday on June 19<sup>th</sup>.

2. Justice Nelson asked if we have made payroll changes recently. Justice Ash stated the auditors wrote the County up for doing what we are doing now. The employees were getting paid for hours not worked. We are moving the day so the employee work first, submit the timesheet and get paid.

3. Justice Norvell stated he has struggled with moving the payday at first. I have spoken with several County employees. I am now in favor of the change since receiving advice from several people.

4. Motion was made by Justice, Howard Norvell to move payroll from Tuesdays to Fridays. Second was made by Justice, Bill Nelson. Justice Ash asked County Attorney, Jeremy Thomas if the motion should be a Resolution or an Ordinance. Mr. Thomas stated an Ordinance. Justice White asked if this would change the County Personnel Policy Handbook. Justice Ash will check the handbook. Will go to next Quorum Court meeting. Justice Ash asked for Finance to send a letter to employees about the change.

5. Justice Ash mentioned mileage. Employees can be paid for work related mileage. The Burdette Courthouse is declared the Courthouse for Blytheville. Circuit Clerk, Leslie Mason stated she will not be filing for mileage in the future.

6. Meeting adjourned.

Minutes submitted by: Cindy George