

**PERSONNEL COMMITTEE MEETING
NOVEMBER 18, 2019 3:00 P.M. ANNEX BUILDING**

ATTENDANCE: Chairman, Justice Rick Ash; Justice, Bill Nelson; Justice, Alvin Clay; Justice, Betty Hepler; Justice, Howard Norvell; Justice, Neil Burge; Justice, Molly Jackson; Justice, Jo Ann Henton; Justice, Michael White; Treasurer, Peggy Meatte; County Clerk, Janice Currie; Public Affairs, Steven Savage; Finance, Kelli Jones; NEA Town Courier, Joseph Fondren.

1. Meeting was called to order by Justice, Rick Ash. The Assessor and Collector's request for Chief Deputy position. There is a description written for the position. Does the Committee want to create a slot in Manila/Leachville? Justice Nelson stated he doesn't mind creating a slots for positions but the person asking for the changes should be in attendance. The request had not been proposed to Personnel but to Finance. The request will be reviewed when the Juvenile and Election Coordinator submit their job descriptions. Justice Norvell made a motion to table until all parties are present. Second by Justice, Betty Hepler. Motion passed and will be tabled until the next Personnel Meeting.

2. The Committee looked into moving the Finance Department under the control of the Treasurer. In order to structure and operate with more efficiency and transparency. Justice Ash asked for a motion to make the change. Justice, Howard Norvell made the motion to make the change. Second was made by Justice, Betty Hepler. The Ordinance that will be presented to the Quorum Court amends O-2011-12. Justice Ash passed a copy of the Ordinance to Committee members. Justice White stated the Ordinance would move control of Finance from the Judge to the Treasurer. The County is only 1 of 6 that has been operating the way we have. Justice Ash stated it puts the Finance Department where it should be. Under the Treasurer. The Treasurer will be supervised by the County Judge, County Clerk. Each department pays 33.33% of expenses. County Clerk, County Judge, County Treasurer. Hiring and firing of the Finance Department will be the Treasurer. Motion passed and will be presented to Quorum Court Nov. 26, 2019.

3. Justice Ash asked Kelli if we were changing anything now for Ms. Lawrence. Kelli stated she had discussed splitting the job duties in her department. A salary was agreed upon and I have not been told anything different. Kelli stated she had not been given a copy of the letter that was handed out and could not speak for the Judge. Justice Ash asked what Leslie's job description was. Kelli stated right now she does both AP and payroll. Justice Burge stated this should be delayed and let the Treasurer work out the restructuring. The letter states Leslie would be doing payroll. Who will be doing AP? Justice Ash recommends this be tabled until we have more clarification on the job descriptions. Justice Norvell stated if Ms. Lawrence would be doing less work her salary does not need to remain the same. Treasurer, Peggy Meatte had a question about changing the salary. If only doing one job how can she be paid the same. Justice Nelson stated the job change had to be requested and then the salary can be changed. Justice Nelson and Ash stated Ms. Lawrence could not afford to lose the money. Justice Norvell stated if there was disciplinary actions taken against an employee then the salary can be reduced. Justice Hepler asked if the employee had always done both jobs. Justice Ash stated no. Salary increase was given to do both jobs. A request

to only do one of the jobs needs to be in writing and the Court will act accordingly. Justice Nelson stated the employee was given the additional money when another employee left. The employee is now afraid the money will be lost and she had obligated expenditures in her personnel life and cannot afford to lose it. Kelli stated the employee came to her and asked to do both jobs for additional money. The job description has never been completely done by her. I'm still doing part of Payroll and AP and can't continue to do them and do justice to my other jobs. In 2019 there was a problem with the IRS taxes. I've talked to Justice White, Justice Burge, Treasurer and Leslie. It was decided splitting the jobs is necessary because of the time that is devoted to each section AP, Payroll and learning new software. I have spoken with Leslie many times what will be best for the department. Splitting the jobs will be best. I was never told any different until I saw a copy of the letter. No one was against the idea until I saw a copy of the letter. Justice White stated myself, Kelli and Justice Burge have spoken with the Judge and had this discussion. The Judge was in agreement at the time to make the changes. That was the last discussion I knew of until the letter was received last week. Kelli stated Leslie was given the option of which job she wanted to do. Leslie started in Jan. 2014 not 2013 and was hired for payroll. She had not done 100% of the job since she was hired. Brenda left and another employee was hired for payroll. That employee left and Judge Brassfield decided to let Leslie do Payroll and AP with additional money. Leslie chose to give up Payroll and do AP. Beverly will do payroll.

4. Justice White stated the Finance Committee has allowed Kelli to have a part time position. Kelli stated a part time employee would help but will be held off until some decisions are made. Justice White stated when the Ordinance is passed next week Finance would be under the direct supervision of the Treasurer, Peggy Meatte. Justice Burge stated when the Ordinance is passed the letter will be null and void. Justice Ash recommended this be tabled until the next Personnel meeting. Justice Norvell made the motion to table until next Personnel Meeting. Second was made by Justice, Betty Hepler. Motion passed.

5. Justice Ash requested the job descriptions from the Assessor, Collector, Juvenile, Election Coordinator, before next Finance Meeting.

6. Meeting adjourned.

Minutes submitted by: Cindy George.