

**ALLEN COUNTY COUNCIL MEETING MINUTES**  
**THURSDAY, MAY 19, 2005**  
**8:30 AM**

The Allen County Council met in the County Council Chambers/Commissioners Courtroom on Thursday, May 15, 2005 at 8:30 am. The purpose of the meeting was for additional appropriations and transfer of funds in excess of the budget for the current year; also Economic Development, Grants and any other business to come before Council.

Present: Darren E. Vogt, President; Paula S. Hughes, Vice President, Michael W. Cunegin II, Calvert S. Miller, Paul G. Moss, Roy A. Buskirk and Paulette L. Kite.

Also Present: Lisa Blosser, Auditor; Tera Klutz, Chief Deputy Auditor; Jackie Scheuman, Financial Advisor, Susan Whetstone, Administrative Assistant; Lin Wilson, Grant Administrator, Linda K. Bloom and F. Nelson Peters IV, County Commissioners.

President Darren Vogt called the meeting to order at 8:30 am with the Pledge of Allegiance.

**Darren Vogt:** There are a couple agenda items that have been withdrawn; they are Items 11-15, Item 16 and Item 24.

**APPROVAL OF MINUTES:**

**Roy Buskirk made a motion to approve the minutes of April 21, 2005 as printed. Mike Cunegin seconded it. Motion passed 7-0.**

**FINANCIAL REPORT:**

**Lisa Blosser, Auditor:** There are no requests for additional appropriations in the general fund today. I want to bring your attention to the right side of your financial report for the general fund; you will notice that the actual balance is a negative number in the amount of -\$310,406. I want to take a moment to explain why this balance is negative; it is the result of a large number of property tax refunds that have been caused by the appeal hearings that are going on now for the errors in the AV from the last tax bills from reassessment. As the Assessors make these corrections we have to recalculate taxes and we issue refund checks from the County General Fund. At the time we do our settlement in June we will be reimbursed by the taxing units for all of the refund that we have made.

**Paula Hughes:** Do we know what the total impact will be? Are the appeals done?

**Lisa Blosser:** We don't know what the impact will be and no the appeals are not done; it will be an on going process for a couple of years

**Paula Hughes:** We have a negative 300,000 balance but obviously that's eaten up cash, how much have we refunded so far?

**Lisa Blosser:** So far this year it is \$1.3 million.

**Paula Hughes:** Is there a way to calculate the percentage of it that is our responsibility?

**Lisa Blosser:** When we go through settlement, which is in June we will have the exact numbers for you.

**Mike Cunegin made a motion to approve the Financial Report as presented. Patt Kite seconded it. Motion passed 7-0.**

**ECONOMIC DEVELOPMENT:**

**Consideration of a Resolution #05-05-19-01 approving a pledge of CEDIT funds as a backup for the debt service on the Allen County Redevelopment District Tax Increment Revenue Bonds**

**Scott Harrold:** In 2004 General Motors announced another major expansion at the Fort Wayne Assembly Plant. This expansion was secured, in part, through the promise of additional financial assistance to GM through the County's "LEDGE" incentive program. To finance the incentive, the Allen County Redevelopment Commission has committed to issuing additional Tax Increment Financing bonds (2005 TIF Bonds). The Allen County Redevelopment Commission has determined that it would be prudent to refinance the 1997 GM TIF Bonds at the current time as well and they are taking the necessary steps to work toward issuing the 2005 TIF Bonds, which will consist of a Series A to refinance the 1997 GM TIF Bond and a taxable Series B to provide to GM as the LEDGE incentive.

The Allen County Redevelopment Commission requests that Allen County pledge revenue it receives from the County Economic Development Income Tax to assure that if incremental tax revenue available for payment of the 2005 TIF Bonds are not enough to met debt service on the 2005 TIF Bonds the County Economic Development Income Tax revenue would make up the difference for any year during the term of the 2005 TIF Bonds.

The Redevelopment Commission has determined that an amount equal to the existing \$1.1 million CEDIT pledge for the 1997 GM TIF Bonds will be sufficient guarantee as a backup for the 2005 TIF Bonds.

On May 18, 2005 the Board of Commissioners passed a resolution adopting the capital improvement plan pledging revenue from County Economic Development Income Tax proceeds as a source of repayment for the 2005 TIF Bonds.

**Scott Harrold:** We are requesting that the County Council pledge revenue from CEDIT, as necessary, to pay the difference between the incremental tax revenues which are available under Indiana Code Section 36-7-14-39 to pay debt service on the 2005 TIF Bonds and the actual amount necessary from time to time to pay the principal and interest on the 2005 TIF Bonds when due, up to an amount of \$1,100,000 per year for a period of up to 20 years. Such pledged revenues from the County Economic Development Income Tax shall be made available for payments on the 2005 TIF Bonds, if necessary, pursuant to the procedures set forth in the resolution of the Redevelopment Commission authorizing the issuance of the 2005 TIF Bonds.

**Paula Hughes made a motion to approve Resolution 05-05-19-01 approving a pledge of CEDIT funds as a backup for the debt service on the Allen County Redevelopment District Tax Increment Revenue Bonds of 2005. Roy Buskirk seconded it. Motion passed 7-0.**

Items 1 & 2: **Scott Harrold** requested an additional appropriation in the GM 2005 General Account Fund 1) LEDGE Grant for \$2,100,000 and 2) Professional Services for \$100,000. This is an appropriation of bond proceeds so that the bonds can be sold.

**Mike Cunegin made a motion to approve items 1 & 2 in the total amount of \$2,200,000. Paula Hughes seconded it. Motion passed 7-0.**

Item 3: Is a request for appropriation in the GM 2005B Bond Principal and Interest Fund in the amount of \$150,000.

**Paula Hughes made a motion to approve item 3 in the amount of \$150,000. Roy Buskirk seconded it. Motion passed 7-0.**

Items 5 & 6: Is a request for an appropriation in the GM TIF Bond Fund. Item 5 is for Legal Services in the amount of \$210,000. Item 6 is for Bond Payment in the amount of \$7,000,000.

**Paula Hughes made a motion to approve items 5 & 6 for a total amount of \$7,210,000. Mike Cunegin seconded it. Motion passed 7-0.**

**Paula Hughes:** GM is making a huge investment in Fort Wayne and we are very lucky and other communities have not been as lucky as Fort Wayne. We have a great work force and are very proud of the people at the plant because it is their work that has enabled GM to invest in us locally.

Item 4: This is a request for an appropriation in the Tax Abatement Development Fund in the amount of \$25,000. This amount is to benefit New Haven and we are happy to be able to do this because New Haven has been thinking that they are being left out. It will go to the former US Steel building and has been sitting unoccupied for quite some time with only one company using a portion of the building.

**Mike Cunegin:** I want to publicly thank you Scott and Mark for bridging the gap on the East Side of the County and I know they will be very happy if it passes today.

**Paula Hughes:** The last time money was appropriated was a few years ago for B F Goodrich at Woodburn.

**Mike Cunegin made a motion to appropriate item 4 in the amount of \$25,000 in the Tax Abatement Development Fund. Paula Hughes seconded it. Motion passed 7-0.**

**Roy Buskirk** as liaison stated that he has talked to Judy about these items and they should be taken together as one motion.

Items 7-9: **Judy Heck, Commissioners Financial Coordinator** requested a transfer of funds from Institutional into Supplies and Printing in the total amount of \$1,000. With a new Commissioner and a new Legislative Liaison it has cost a little more bit more than what was expected. The Commissioners have taken over the copy machine that they used to share with Purchasing and they had to buy supplies for that machine. She didn't budget for it at the time because they hadn't moved Purchasing out yet.

**Paula Hughes:** Remind me what the Institutional line item is for. Do you have any concerns regarding the impact of this transfer?

**Judy Heck:** It is for our mental patients that are house outside and inside Allen County and also, if we have inmates that are housed outside of Allen County for any particular reason. I don't think this transfer will hurt this line item.

**Mike Cunegin:** How much was budget in the line for this year?

**Judy Heck:** I think \$350,000 is what was budgeted.

**Mike Cunegin:** How much has been spent to date?

**Jackie Scheuman:** To date \$64,000 has been spent.

**Judy Heck:** I spent the remainder of the budget last year on Boys and Girls School it was \$70,000 plus.

**Roy Buskirk made a motion to approve items 7, 8 and 9 for a transfer of funds in the Commissioners budget in the amount of \$1,000. Mike Cunegin seconded it. Motion passed 7-0.**

Item 17: **Judy Heck** also requested an appropriation in the Sale of County Owned Property Fund in the amount of \$35,500 for the Maintenance Department for a new Kabota Lawn Mower Tractor and a new pick up truck. Dan Freck Director of Buildings & Grounds for Allen County was present to answer any questions regarding this expenditure.

**Dan Freck:** Most of the fleet we have has been passed down to other departments. Before we requested these items we looked throughout the County for items that we could swap out but could not find anything that was usable for our needs. The pickup truck is used to transport the cabinet work that we do throughout the buildings that Allen County owns. We have a 1988 F2400 Kabota and have had it for 8 years and it was purchased used at the time. It has been slowly costing us a little more each year for the upkeep. This is used for mowing around buildings, trees, fence lines, and air conditioning units. It has an offset mowing deck for mowing ditch banks, our water tower property and some open fields during the summer months. In winter we use the tractor-blade combination for snow removal on the sidewalks in the downtown area.

We also have a 1991 Chevy ½ ton pickup with 110,000 miles that needs to be retired and sent to auction. This is used by our North Maintenance personnel and also our cabinet makers. We have a lift gate that comes off and is placed on a 1995 Chevy 4X4. We would then purchase a new truck and blade. This purchase of a pickup will then put my work force back to three trucks.

**Paula Hughes:** Are you selling the existing tractor and the existing truck to help fund these new purchases.

**Judy Heck:** It will be a good trade in and then the sale of the truck will go back into the Sale of County Owned Property Fund.

**Roy Buskirk:** Are the numbers you are using with the trade in being deducted from the actual cost?

**Dan Freck:** Not the truck but the tractor cost is with the trade in.

**Darren Vogt:** Regarding the vehicle; how many lots do we take care of on a regular basis from the County perspective?

**Dan Freck:** We do the areas here at the City County Building; the plaza and the sidewalks, the parking lot across from the Jail, ACP off of Wallace, TB Clinic, Building Department/Highway Building, Community Corrections, Youth Service Center Area and the other property we own out there.

**Darren Vogt:** As I understand one of these trucks will be a back up? How many do you have out plowing?

**Dan Freck:** Two will be plowing; one will be sanding and salting in the dump truck and the used one that we are handing down; the cabinetmaker who works the same shift will help if needed.

**Darren Vogt:** Did you check with the Highway to see if they have any 4X4 that you can use?

**Dan Freck:** Most of those people just use a standard pick up truck with two wheel drive. What we want to purchase is just a heavy duty 4X4 to use for plowing snow, we would never have to add anything to it.

**Darren Vogt:** I talked to Larry Pray at the Service Garage and found out that the 1991 vehicle with 110,000 miles is not a problem vehicle. It is hard to believe that the Highway Department doesn't have a 4X4 that we can use.

**Dan Freck:** At the time Larry and I talked there was not a vehicle that we would be able to use for what we need it for at the Highway Department.

**Cal Miller:** Will this proposed new 4X4 be a take home vehicle and is the existing one a take home vehicle?

**Dan Freck:** No; sometime down the line we may put a policy into place saying that is there is a snow storm coming the person can take it home so he won't have to come into town to pick it up.

**Paul Moss:** Has contracting snow removal out ever been discussed?

**Dan Freck:** This is something that I haven't studied but it is something that can be looked at.

**Roy Buskirk:** These vehicles are used for more than just snow removal.

**Dan Freck:** Yes during the summer we mow Matea Park and other property that we own. The truck is used year round to do hauling and other things.

**Paul Moss made a motion to approve item 17 in the amount of \$35,500 in the Sale of County Owned Property Fund. Mike Cunegin seconded it. Motion passed 7-0.**

Item 10: **Chandra Reichert and Jamie Mann of the Allen County Juvenile Center** were present requesting an additional appropriation in the Juvenile Serious & Violent Offender Re-Entry Initiative Grant in the amount of \$16,433 for Consulting Services. This is specifically to be used for substance abuse and mental health counseling.

**Mike Cunegin made a motion to approve item 10 in the amount of \$16,433. Paul Moss seconded it. Motion passed 7-0.**

Items 11-16 have been withdrawn.

Item 17: **Chris Dunn, Executive Director of Youth Services Center** was present requesting an appropriation in the amount of \$18,265, which is less than was originally requested, in the Youth Services Placement Fund. The vehicle that is being replaced has over 125,000 miles on it and is in pretty bad shape.

**Roy Buskirk:** Will this vehicle be sold at the auction?

**Chris Dunn:** Yes it will be sold at auction.

**Paula Hughes made a motion to approve item 17 in the amount of \$18,265 to purchase a new vehicle. Mike Cunegin seconded it. Motion passed 6-0-1 with one absent.**

Items 19-23: **Judge Fran Gull:** We are here this morning to request authority to appropriate in the ACP User Fee Fund to facilitate the reclassification of an Office Manager position from a COMOT 4 to an Operations Manager which will be a PAT 3. It was presented to the Personnel Committee and I believe the consultant made a recommendation to pass. You currently fund this position and I would propose using the additional appropriation to pay for the increase in classification items 19-21. Item 22 is to purchase additional PRI workbooks for additional classes. Just recently we began collaboration with the Prosecutor; as you know Ms. Richards has been very concerned about underage drinking. This is the time of year when we are seeing a lot of graduation parties and Proms and we are seeing a lot of minors being arrested charged with minors consuming. Ms. Richards has offered many of those individuals Pre Trial Diversion; as part of this they are required to get in an educational program about drinking. We have

just begun a new under 21 program to help accommodate the influx. Last year we started a program where everybody coming through the system in Misdemeanor Court and charged with an alcohol related offence is getting referred to Criminal Division Services. We are conducting an assessment; if all they need is education we are providing that through PRI if they need further treatment then we are making referrals out to local treatment agency. We have added 19 additional classes to accommodate the under 21 and the new folks coming in. We provide the books and give them to the clients so we need an additional appropriation to purchase those books and that is the request for General Supplies.

Item 23 is for Promotional Expense; unexpectedly in January I received a call from the Christmas Bureau and they had conducted a very effective campaign for the Christmas Bureau and they had extra money left over. As has been their practice for several years they identify other programs within the community that they feel their board would approve of. They called and asked if the Drug Court could use some money and I said of course. We have a program that is called the 100% Club for our clients in our Drug Court Program and we use the grant money previously and now we would like to use that to award clients who are 100% compliant and they have to have been compliant for a minimum 30 days before they are recognized in Court. We use the money to purchase very small incentive gifts for these clients and they love the recognition.

**Paula Hughes:** Do you have concern for this ACP User Fee Fund as at the end of last year you showed a negative balance?

**Judge Gull:** This assumes no further collections on the day this was prepared.

**Paula Hughes:** What is the projected income through 2005?

**Jerry Noble:** It is approximately \$55-60,000 per month.

**Judge Gull:** We have always been very conservative when we estimate our revenue.

**Darren Vogt:** I just want to make sure of one thing; the position is currently being paid out of the general fund and you will pay the increase out of user fees; is that correct?

**Judge Gull:** Yes and we anticipate paying the increase in the 2006 budget as well.

**Roy Buskirk made a motion to approve items 19-23 in the total amount of \$6,914. Mike Cunegin seconded it. Motion passed 6-0-1 with Paul Moss absent.**

**Mike Cunegin made a motion to approve a salary ordinance reclassifying the position from a COMOT 4 to a PAT 3. Patt Kite seconded it. Motion passed 6-0-1 with Paul Moss absent.**

Item 24 has been withdrawn.

**SALARY ORDINANCE:**

**Therese Brown, Clerk of Courts:** I am requesting an adjustment in two positions within the Clerk's office; one is in the Records Management Division and is a COMOT 2 and the other one is in the Central Services Division and is a COMOT 1. I recently attended a Personnel Committee Meeting, in February I submitted a plan to that body requesting an over all review of positions within the office. On May 4 the Personnel Committee approved the positions moving from a COMOT 3 to a COMOT 4. These two positions were involved in the reorganization of all the divisions and trying to cross train and make sure that all of the work and productivity stays on the status quo.

What I am asking for today is a salary ordinance to get these positions aligned so that they are paid the same rate of pay both of COMOT 2 at an annual salary of \$24,805. There is no additional appropriation requested as I am transferring money in the 100 series to pay for this it is just to get parity in the office.

**Cal Miller:** I had an opportunity to talk to the Clerk, it is my understanding that these requests came before the Personnel Committee prior to more serious consideration being given by the full Council and the Personnel Committee doing a comprehensive re-evaluation of all of the positions. I think Therese understands full well that with respect to the rest of her request to reclassify the rest of the positions in her office that something will be done in conjunction with whatever decision Council makes about the broad overview of reclassification we will be talking about today. We just keep moving forward with these two and have the other waiting in the wings until we decide how we are going to handle the situation.

**Cal Miller made a motion to approve the salary ordinance for the Clerk's two employees for an annual salary of \$24,805 for each position. Mike Cunegin seconded it. Motion passed 7-0.**

**GRANTS:**

**Lin Wilson, Grant Administrator and Pam Finlayson, Executive Director of the Election Board** requested a grant that is part of the Help America Vote Act for purchasing, through the State of Indiana, precinct supplies that will bring various voting locations into compliance with ADA requirements for accessibility. No matching funds are required from the County and the deadline is June 1, 2005.

**Paula Hughes made a motion to approve applying for the Help American Vote Act grant. Paul Moss seconded it. Motion passed 7-0.**

**Lin Wilson, Grant Administrator and Chris Dunn, Executive Director of Youth Services Center** request permission to apply for a Target Stores Community Giving Grant. The amount requested is \$2,500 and will be used in their Clay Connections Ceramic Program. This will provide additional clay, new shelves for the kiln, new molds, materials for a storage cabinet and an extruder that makes unusual shapes out of clay. The deadline is May 31, 2005 and they should know by September 30, 2005 if they receive the award or not. This is an up front grant and no match is required.

**Paul Moss made a motion to approve applying for the Target Stores Community Giving Grant. Mike Cunegin seconded it. Motion passed 7-0.**

**Sheriff Herman** requested permission to apply for a \$4,800 grant from Marshall Fields. The money received will be used to pay overtime to conduct bike patrols. The necessary equipment for the officers to conduct the patrols was obtained in 1999. However, due to the limited resources, the Department does not have the funds to pay overtime to conduct the patrols. Bike patrols would enhance our community policing efforts and provide an enhanced level of customer service.

**Patt Kite** asked if this will cover training and certification for the riders.

**Sheriff Herman** said that if a certification is needed would either come out of that or they could take it out of the Commissary Fund.

**Mike Cunegin made a motion to approve applying for the Marshall Fields Grant. Cal Miller seconded it. Motion passed 6-0-1 with Patt Kite abstaining.**

**OTHER BUSINESS TO COME BEFORE COUNCIL:**

**Darren Vogt:** I would like to have Brian Dumford come up and join the discussion. As you are all well aware the Personnel Committee has labored over our grid system for quite some time now in an attempt to try to figure out a process or a game plan to create equity in our evaluation grid system to make sure our positions are up to date. As we currently state our grid system and job descriptions have not been re-evaluated since 1991/1992. If you think for a moment the amount of technology that has changed in our lives; imagine that on a county employee perspective. Right now the Personnel Committee is getting many requests to re-evaluate; as Ms. Brown stated earlier she has a game plan to try and cross train and make sure that everyone is being paid equally.

At this time we need to have a discussion on our current system. I will let Mr. Dumford go ahead and talk a little bit about it.

**Brian Dumford, Human Resources Director:** The Personnel Committee discussed several approaches but the two main approaches on the table are: hire a consulting firm to come in and do the entire project in terms of coming in and writing all of the job descriptions and then also after that is complete then factoring them into a point factor system and placing them on the current grid system that we have. The other option is to hire a full time person with a title of Compensation Analyst to do the same work with an in-house perspective.

There have been many different discussion items since last August when it first surfaced with discussion of executive pay levels. One issue that was brought up and has been discussed many times is to maintain objectivity; and with this being a government, very public situation, that all of the evaluations have been done as fairly and without political pressure as possible. That would lean toward a consultant; a third party being one step removed from county administration.

In talking with the Personnel Committee and just looking at how this is handled in private practice, as well, there are compensation analysts in all kinds of private companies and it is maintained objectively.

The solution that is on the table would be that a compensation analyst if hired would be an employee of Council. This person would need to be integral in the HR Department which is under the Commissioners but if Council hired someone that step would be removed.

I believe, through many discussions with the Personnel Committee and the Commissioners, that a full time employee would be a good way to go. They would not only be able, not only, to do this project which I anticipate being 18

months to 2 years with a complete rewrite of all of the job descriptions and subsequent classifications. When we get into the classifications we will have a wage survey and other things down the road. Also maintenance of the job descriptions is going to have to be on going so we don't find ourselves in the situation again of not having looked at the jobs for several years.

There are many benefits in bringing a person in house; it will allow Council and HR to have a better understanding of all of the positions in the County and the employment needs. HR needs to begin recruiting people more than we have in the past; how can we recruit people unless we know what the needs are.

I think having a full time person in house will benefit the County many, many times over. They will be able to assist the Personnel Committee in maintaining reclassification requests, assist in reorganization etc. Long term I think a full time employee would be beneficial. I ask that they would be integrated with HR in joint reporting to maintain the objectivity of Council having the employee but also working in the day to day operations of HR Department.

Last August another issue came to light with the Executive Level job descriptions when the Coliseum asked to give their top executives raises. The executive level job descriptions are tied into the complete comprehensive reevaluation but I think it needs to be hit right away. If Council so chooses and it is something that we think could do hire a consulting firm to address the executive positions right now.

**Cal Miller:** Why is that a priority that has to be addressed right now? Why is it more important then just doing a complete overhaul of the entire system including the executive positions?

**Brian Dumford:** The executive situation has been hanging out there by itself and we have been discussing it for months.

**Paul Moss:** I don't think it is more important as they are two separate issues.

**Brian Dumford:** It would be separated from the rewrite and reclassification as the executive positions are not on the grid; there are classification tools we can use but it would be more of an individual specialized evaluation of comparable jobs.

**Darren Vogt:** Some of the jobs that are classified as executive may belong on the grid. The fact that they are not on the grid and just out there was a reason why it could be separated out from the other positions. The executives are all over the place from a salary standpoint and don't fit into the grid system where all of the other employees are. From an analytical standpoint, in my opinion, this

is a place to start because if there are people that need to be on the grid get them into the grid and then re-evaluate all of the job descriptions. The impetus behind the whole conversation is the fact that they wanted to have the ability to pay what they thought was fair for them.

**Cal Miller:** What are some examples of executives that may be more appropriately placed on the grid?

**Brian Dumford:** we can't give you an example right now because we don't know.

**Cal Miller:** By getting the label executive does that allow more flexibility on what they can be paid?

**Paul Moss:** Yes and this creates inequities and is one of the reasons we need to take care of this situation.

**Brian Dumford:** The one topic is; long term solution by hiring a full time person. If Council so chooses to address the executives on a separate project, I'm just throwing that out as an option, while we are getting the full time person we could begin the executive review right now.

**Darren Vogt:** Do we have a cost for evaluating executives?

**Ken Lewis:** The cost will be \$12,600 which includes everything for this review.

**Darren Vogt:** How much do we have in our budget this year for consulting?

**Lisa Blosser:** You have \$45,900 left in your line item.

**Darren Vogt:** The Personnel Committee voted unanimously at the last meeting to freeze all new reclassifications and job descriptions until a permanent plan is in place. It would be my position, as one person the Personnel Committee, that we allow no new reclassifications if we have a position in place to go forward.

**Mike Cunegin:** When you are talking about the executive grid, is that just the one that we have at the present time?

**Brian Dumford:** Yes these are the positions that are currently labeled executive in the executive classification, there are some that are carried over from the SAM grid that we don't use any more and there are some special occupations folks that you may want to take a look at. There are currently three levels; Exec 1, 2 & 3 and we will be looking at the positions that are management executive positions to rewrite the job descriptions and see how they compare with other

comparable positions that are out there and then prepare salary ordinances for them.

**Mike Cunegin:** Mr. Dumford you said you were going to look at other salaries; are you looking at outside salaries or just inside government?

**Brian Dumford:** That is yet to be determined it will have to be part of the process.

**Cal Miller:** Mr. Lewis, how will you approach this executive reclassification; when you are looking at salaries how would you go about that?

**Ken Lewis, KEL Management:** Concerning just the executive group you have to really look at the individual occupations to see what the specialty is and determine what the market is. If the specialty requires public government background experience that is one avenue you would want focused. If you looked at the Director of the Coliseum that is an entertainment venue and will drive more to the public and is a competitive business so you would have to look at comparable occupations and what those people are being paid in other comparable size metropolitan areas.

**Mike Cunegin:** There is also the Convention and Tourism Bureau and the Grand Wayne Center who come to us in December of each year for us to approve their budgets.

**Ken Lewis:** You would have to look at total budget responsibilities, manpower responsibilities and the size of the activities.

**Cal Miller:** Mr. Lewis if you are retained to undertake the executive components of this; what information will you provide us to arm this Council or the Personnel Committee with the knowledge or information to make decisions about setting those salaries?

**Ken Lewis:** The first thing is that there would need to be an interview process to find out what the job entails. Then I can go out and look at other comparable comparisons and see what those people are being paid versus what is happening here. Then I will furnish you the survey data, how it is compared, what the numbers are and a recommendation at that point as to where this individual is in reference to that. I will also give you a salary range of those three classifications that are presently in the structure. As I identified back in October there are some that sit within the range and some don't for whatever reason at the time that it happened.

**Paul Moss:** It is my impression that the first thing to do with regards to the executive classification is to understand who should be in it and of those 40 people should they be in that classification and if not let's address that and are there others that should be classified as executives. We should build in flexibility as a recruitment tool.

**Ken Lewis:** Some people get hung up with titles and some don't. I think it is important to be able to identify what the job responsibilities are first and then look at the outside in comparison. Then come back to Council and say here are some that are questionable as to why they are in the executive structure and here are some individuals that maybe need to be in that structure because of the changes that have taken place over the last ten years. We can come back as to what should be considered an executive it is generally the person at the top where the buck stops and they have the final decision; the budget and the people responsibilities. Maybe you go one or two tiers below that because of assigned responsibilities but if you have people below that you might question why they are called an executive.

**Darren Vogt:** One of the other issues that the Personnel Committee has had to deal with is; is the grid system and step increases appropriate. From a hiring standpoint one of the biggest complaint we hear is that there might be someone in the outside world who has similar experience but has to come on to our grid at the first level. At the last Personnel meeting that was discussed and why is it the case? If that person has like experience that can be documented why should be not be able to move them up the grid for equity? From a policy standpoint we felt it imperative that we have our HR department create a policy with a structure that says; if we have documented experience instead of starting at a PAT 1 they could move to a PAT 5 and then the pay grid would be fair and be able to attract quality people. We supported the idea to be able to come it at a higher level if you had documented experience.

**Roy Buskirk:** It think that they would be a COMOT 1 but they would have the steps not necessarily move to a 4 but someway to reward them regarding their experience in the private sector and they come on and don't have steps for longevity on the job.

**Brian Dumford:** I think that might be a symptom of a system that was put into place in 1991/1992 and not being maintained as time and the economy has changed.

**Paul Moss:** It is pretty easy to change a policy but of course it will take appropriate approval. If we end up going forward with the Compensation Analyst then I think that is something that should be part of the overall review and revision process for the whole system. I would like to see this person look at a

long term goal moving to a merit based system; I think it is an appropriate thing for us to do.

**Cal Miller:** I would also be in favor of being able to put someone in a position that recognizes they have been working the type of job for 10-15 years in terms of income the step increases they would have had. My concern is that I think the Council ought to be involved with the Personnel Committee because I think you have read in the paper recently that within local government people hiring friends and family that is why we need checks and balances.

**Darren Vogt:** Is there anyone on this Council that objects to that type of format? I would like to move forward and have Brian come up with a policy that is a written document on how to go about that, bring it to the Personnel Committee for refinement and then bring it to the full Council for a vote.

**Paul Moss:** I think that is a component of what we are asking him to do; my preference would be to move forward with the two suggestions on the executive level the evaluation and the compensation. Somebody needs to develop a job description and a salary range for the Compensation Analyst.

**Brian Dumford:** We have a draft of the job description already.

**Paul Moss:** I would like to propose that those two items be reviewed by the Personnel Committee and if approved bring it back the next month and post it.

**Paula Hughes:** Aren't we looking at two options; hiring an internal compensation analyst or outsourcing the whole project?

**Paul Moss:** We haven't discussed the outsourcing piece or the cost associated with it and I think that is a key component.

**Darren Vogt:** The cost of that is approximately \$170,000 and the problem is that it is a short term fix that once we got through the process there was nothing to keep us on going and put us in a position that somewhere down the road we might be in the same situation we are in now.

**Cal Miller:** Does that amount also include the Executive review?

**Ken Lewis:** Yes it does. I need a yes or no today because I have left an open window here. If it were an outside activity you could, in the last three months of the 24 month project, bring the internal analyst into the process to bring them up to speed and provide the maintenance thereafter. You might not need my technical capability to provide maintenance thereafter as you would to go through the process.

**Cal Miller:** I would be in favor today of commissioning Mr. Lewis on the executive proposal that he has prepared, so he could get moving on that while we decide if we want to hire a compensation analyst that Mr. Dumford was talking about or whether we want to get someone through contractual services. I would also like to get moving, like the rest of you would, on that particular decision as well. Do we have enough information to make that decision today?

**Paula Hughes:** I think Mr. Lewis is asking that we do because that is a huge task. How much time will that process take?

**Ken Lewis:** The 24 month process will involve approximately 2,900 hours of my time over 24 months.

**Paula Hughes:** I agree that we act on the executive situation as soon as possible I just wanted to know how long it would take to do the entire project.

**Ken Lewis:** My commitment is to have it done with in 24 months.

**Paula Hughes:** Either way it will take two years whether we hire a Compensation Analyst or contract it out.

**Darren Vogt:** We could move forward with the executive project contractually and if that gets complete and we haven't decided what we are going to do side maybe we will have a contractual agreement that says continue with the process and if we decide to hire someone internally than we could get that person up to speed that will be a way to get keep everything continually moving forward.

**Mike Cunegin:** I have no problem moving toward getting the ball rolling with the executive project today. My concerned about hiring a full time employee is financial; because there are some things that will have a financial impact regarding new legislation that will take affect on July 1<sup>st</sup>. Annexation has an impact on the amount of funds that we will have and that means less COIT and CEDIT.

**Roy Buskirk:** My personal feeling is that we should go with an outside consultant and get the grid study done; executive and others. The reason I think we should go with an outside consultant is two things; 1) There would be no influence by employees to this outside consultant. 2) After the job is completed I think the HR Department or Director should be in charge of that. We could possibly look at the grid at that time. We can possibly go back to the current situation and work with an outside consultant. I have looked at this situation over the last several months and I am in a position today to vote in favor of securing an outside consultant to go ahead and do this work.

**Paul Moss:** I would like to keep this moving forward as well and I make a motion to move forward with the executive level evaluation and I believe we have a quote from KEL Management of \$12,600 and I would add that the prudent thing to do is to wait another month, have the Personnel Committee meet and look at the compensation analyst position description, the salary range attached to that, what our expectations are with that with regard to the concerns that Councilman Buskirk brought up. And then evaluate that side by side and possibly moving forward with the consultant reporting back to the Personnel Committee to keep some unanimity and then bring it back to the Council next month. I would also ask for a formal proposal from KEL Management and I may have it. Cal Miller seconded it asking Mr. Lewis that in the time frame that Councilman Moss has proposed; will an additional month cause you any problems.

**Ken Lewis:** I am ok with what was just stated. I have to be careful about those kinds of hours and commitment long term wise.

**Paula Hughes:** I guess I agree with Councilman Buskirk that the bulk of this reevaluation should be done by an outside entity but I do also think we need somebody internally and on an ongoing way. Maybe we can establish some cost savings by having a hybrid from the inside partner with someone on the outside.

**Brian Dumford:** I would like to address this plan for HR with Council along with the Commissioners and look at it long term.

**Cal Miller:** Councilman Buskirk and I are having a disagreement as to what the motion really was.

**Paul Moss:** My motion was to engage KEL Management to do their review and analysis and propose corrections to the executive classifications in the amount of \$12,600. Cal Miller seconded it. Motion passed 7-0.

**Paul Moss:** I would like to suggest that we table the issue of a compensation analyst at this point and have the Personnel Committee, Mr. Dumford and Commissioner Peters meet between now and the next council meeting to look at the compensation analyst position description, the salary range, discuss all of the issues relevant to hiring that person including Mr. Buskirks concern and spend a little more time and weigh it against the proposal to do it on a consulting basis. Mike Cunegin seconded it. Motion to table passed 7-0.

**Darren Vogt:** One other item that we need to discuss and I would like to have comment from my fellow council members on is bonding for the Boys and Girls School Debt. There has been some conversation among some County officials to bond for the Boys and Girls School Debt. I want to go on record as a body and I will say that I am not in favor of and will not support any bonding of any State Boys and Girls School debt of any kind. We will put together a plan in this budget cycle to eliminate that debt and will not support bonding. I want to make sure that we have a chance to address this issue.

**Cal Miller:** Apparently there was a memo prepared on May 17, 2005 from Phil Gutman to the Commissioners regarding that subject the ability to bond outside the levy. With all due respect I am not in favor of this; our Auditor has put together a plan and we have all worked hard to position ourselves to pay this off and I am willing to embrace the plan that the Auditor put forth at the last meeting. The legislature gave us 4 years with no additional cost and we can pay it back without having to bond.

**Paula Hughes made a motion that we formally agree that we will follow the Auditor's plan to pay off the State Boys and Girls School debt in the 4 years that we are allowed and not pass a bond issue.**

Darren Vogt: That motion might put us in a position where we may not want to pay the exact way the plan reads.

**Paula Hughes: I retract my motion.**

**Roy Buskirk made a motion that this Council agree not to bond to pay the Boys and Girls School Debt. Mike Cunegin seconded it. Motion passed 7-0.**

**Darren Vogt:** Commissioner Peters is sitting in the back; will you please relay this message to the other Commissioners.

**Commissioner Peters:** I would be happy to.

**Roy Buskirk:** The Auditor is paying the bill that we are receiving for current housing and has paid approximately one half a million dollars this year. We have \$1.4 million budgeted this year and we have the \$900,000 that we have to appropriate.

**Paula Hughes:** Why don't we appropriate the \$900,000 at the next meeting? We have been delaying this until we saw what happened at the Legislature this year; that has come and gone and I think it is time we put it back on the table and decide how we are going to allocate the roll over dollars.

**Cal Miller:** If we have the money and it is all available and it all has to be sent to the state let's get it down there?

**Darren Vogt:** From a conservative standpoint; we are getting interest on that money and they are not calling for it at this particular point in time.

**Roy Buskirk:** As good public relations why don't we go ahead and advance 1/2 million of the \$900,000.

**Tera Klutz:** We have to advertise it if you want to appropriate, you need to tell us when you want to do it.

**Darren Vogt:** Is there any further discussion on this item? I do agree that one of those big picture items is the reclassifications and we do not know what that is going to cost; it is a major unknown to us and we won't know how much it will cost for two years. But, we need to have some money available when this reclassification project is complete. We have no idea how the evaluations will go in terms of increase in salaries. That also plays into the amount of a raise if we decide to go that way this year from a County Council perspective. We need to make sure we have that thought in mind as to how we are going to handle the raise and reevaluation in the following years.

The last thing on the agenda is that I want to go over is the budget time line; pre allocation letters are due May 20th, June 1, 2 & 3; Budget Allocation meetings in Room 128, June 9<sup>th</sup> Adjusted Allocations distributed to the departments, July 1 the 2006 Budget requests are due to the Auditor, August 5 the first advertisement of the budget will be in the papers, August 12 the second advertisement will be in the paper, August 15-19 2006 Budget appeals; we will not meet on Tuesday, August 16<sup>th</sup> due to conflicts in schedule. The final budget adoption will occur at the annual meeting on September 15<sup>th</sup>.

**Paula Hughes:** I want to clarify the fact about having a discussion on our agenda for next month what our big picture priorities for the roll over; not to make appropriation but to get back to the conversation.

**Therese Brown, Clerk of Courts** stated that she was one of the first to have her jobs reviewed and that the Personnel Committee has already approved 40 of her positions. Phase 2 has been submitted and was approved on a 2-1 vote to move forward with the reclassification process with Mr. Lewis and the 3<sup>rd</sup> step will be submitted in August for the final review. How will my situation work into the process?

**Paul Moss** stated that he was thinking around the same lines and wondering if she was aware of the process.

**Cal Miller** stated that what it boils down to is who is going to pay for the reclassification. If she is successful with the reclassifications there will be an additional burden on her budget. She has to ask for her allocation tomorrow and I have met with her and she is asking for the same allocation she had last year because she has been able to aggressively use the Child Support Fund to do some things not requiring her to ask for any more money and still use her Clerk Perpetuation Fund.

**Paul Moss** stated that this has been in process for quite some time and asked if the Clerk was aware of the cost of at least 2/3<sup>rd</sup> these reclassifications.

**Therese Brown** stated that it will cost approximately \$115,000.

**Roy Buskirk** said that the Personnel Committee said that they decided not to do any more reclassifications until the job was complete.

**Cal Miller** asked if the Clerk was to wait 2 years on her project.

**Paul Moss** said that he didn't think there were any other departments that were in this position.

**Darren Vogt** stated that the Sheriff was but he withdrew his request.

**Lisa Blosser** stated that Council told some of the departments if they were going to do reclassifications or reorganizations they had to find the money in their budgets. Some departments could only do so much because that is all the money they had.

**Paul Moss** told Ms. Brown that the onus was on her to come up with the funding.

**Therese Brown** said she felt that was unfair because down the road Council will be funding it countywide.

**Paula Hughes** said that this was not necessarily the case; Council hasn't said that they would do this.

**Therese Brown** said that it would be difficult for them to take this burden on within their own allocation and not suffer for service somewhere else.

**Cal Miller** said that we have not decided as a Council who is going to do the funding whether it is going to come out of existing allocations or the general fund. This leaves the budget maker in a quandary.

**Paula Hughes** said that it is a fact that Council is only going to be increasing the general fund incrementally because we know that we are losing COIT and CEDIT dollars.

**Cal Miller** stated that we are poised to undertake a comprehensive overview of our grid system and cannot believe that we will be spending fewer dollars there will be a fairly significant spike when we go through all of this. The questions are going to be where are we supposed to come up with this money. We need to give these people guidance.

**Darren Vogt** said the original conversation was that if a department wanted to do reorganization or reclassifications do it within your budget. Now we are talking about something different; we need to be consistent and do all of this at the same time.

**Cal Miller** said that if you are Therese Brown and can't fund this project should she just wait two years and see how Council tends to fund the potential increase in salaries.

**Roy Buskirk** said that if we don't have the funds available when this process is complete for the amount of wages in the grid we may not be able to do this. We will just have to wait and see.

**Paula Hughes** said that one of the things we are not talking about is an efficiency overhaul as part of this evaluation because you are going to be delving into each position throughout the County. If there is an evaluation of cross functionality between departments and if we can consolidate positions, that is the only way we can pay for it.

**Paul Moss** stated that specific to Ms. Brown situation; this reorganization is to become more efficient if at all possible and he understands that this is the reason she is doing this because her workload has increased but the staffing level has not or may have decreased.

**Therese Brown** asked if this will be done in stages if it is undertaken; will it be at the end of 2 years.

**Paul Moss** said that maybe her remaining people will be evaluated first.

**Darren Vogt:** We have got to do this process and that is why we have talked about taking on a comprehensive evaluation; in order to do that so that if we know that we have a million dollars of increase in salaries maybe we will say that we will phase it in over the next few years.

**Cal Miller:** We have to know what the cost is going to be before we can make a decision on how to fund it or whether we are going to be requiring you all to partner with us in your current allocations or not; we have to have that number. The freeze should be in place until the project is finished.

**Paul Moss:** We approved the reclassification review so that is out there and we have quantified what that would be; I understand that you are 2/3<sup>rd</sup> of the way through this and I know that you are frustrated. I wouldn't be opposed of having the other 1/3<sup>rd</sup> go through the process with Mr. Lewis and at least then we will have a better idea of what the numbers are for her department.

**Cal Miller:** I agree; the Clerk has done a lot of work she was ahead of the curve in wanting to do these things and we would be slowing her down quite a bit and penalizing her for being proactive. How are we going to pay for it?

**Paul Moss:** That is another discussion; I am saying that let's at least get the reclassification for the rest of her employees done and evaluated so we know what the number is.

**Darren Vogt:** I don't believe that the Personnel Committee will go along with this idea; I am not willing to second that motion are you Mr. Buskirk?

**Roy Buskirk:** No I am not.

**Ken Lewis** then explained what process he would go through to do the evaluation of the county classification system.

**Mike Cunegin made a motion to approve waiving the second reading of any matter approved today for which it may be deemed necessary for the County Council Meeting of May 19, 2005. Paula Hughes seconded it. Motion passed 7-0.**

The next meeting will be held on Thursday, June 16, 2005 at 8:30 am.

**There being no further business the meeting was adjourned at 11:08 am on a motion by Paul Moss and seconded by Roy Buskirk. Motion passed 7-0.**

