

1/3/19 CBAC Meeting Notes

Committee Members Present: John Hilliard, Bill Gleason, Chip Hughey, Gene Johnson, Steve Mulroy, Chris Eudailey

Committee Members Absent: Leah Mills

County Staff Present: Meghan Coates, Director – Budget and Management; Natalie Spillman, Budget Manager; Karen Bailey, Budget Analyst; Samantha Leggett, Budget Analyst; Joni Robinson, Automation Analyst; Mary Martin Selby, Director - Human Resources; Nancy Brooking, Assistant Director of Human Resources; Billy Criswell, Human Resources Manager; Mark Garrison, Principal Compensation Analyst

The meeting was brought to order at 8:58am.

1. Welcome and Introduction:

- a. Mrs. Selby introduced the Human Resources team and the FY19 County Compensation presentation.

2. Human Resources Presentation:

- a. Ms. Brooking opened the presentation providing an overview of the County's compensation plan. The presentation included the current compensation plan and suggestions from Human Resource Management made to leadership for plans with moving forward. The County currently uses four different compensation methods: merit increases, special salary adjustments, cash awards and career development plans.
- b. There are four ratings used for merit increases, with "exceptional" being the top rating. The most recent merit increase was at 2.3%. The County is currently below the national average for merit increases. This, and other factors, have led to continued turnover. Mr. Hilliard discussed if it would be cheaper to increase the merit increases to 3% to avoid the cost of losing many employees. Mr. Mulroy asked if there was an analysis to show the cost of turnover? Mrs. Selby stated the County does not currently have an analysis but provided turnover information. The annual turnover rate for FY18 was 12.4%. The actual turnover (minus probationary and retirement) was 5.9%. Mr. Eudailey asked how these numbers relate to previous years? Mrs. Selby stated that the numbers are higher. Mr. Mulroy asked is the turnover problematic? Mrs. Selby stated with a number of these being retirements, the main concern is the number of newer employees coming in and their length of service. Mr. Hillard asked what the average stay is for an employee. Mrs. Selby stated 3.9 years.
- c. Mrs. Brooking continued with discussion on career development plans, which is an initiative for employees to grow and develop their knowledge and skills. Mrs. Selby stated that Dr. Casey had a focus on career development plans. Mrs. Brooking informed the committee that employees on career development plans would need to receive a "meets expectation" rating or higher on their merit increase. Three new positions have been added to the career development plans: Administrative Assistant, Maintenance and Customer Service positions. Mrs. Selby stated the career development plans have had a positive impact on retention.

- d. Other compensation discussion continued with information that special salary adjustments are connected to performance. The compa-ratio is currently 86% (percentage of employees in the first and second quartile of their salary range); being at 100% would allow the County to be comparable to the market. Over the last three years, the County has targeted adjustments and programs to get those employees back on track.
- e. Mrs. Brooking closed with informing the committee that Human Resources will continue to develop the career development plan program and evaluate opportunities to address pay inequities throughout the County.

3. Proposed Capital Improvement Plan – Final Review:

- a. Mrs. Bailey presented a draft of the FY2020-2024 CIP proposal that will be presented to the Board.
- b. Mr. Eudailey asked questions concerning the budget, staffing and overtime for the Fire Department. Mrs. Coates offered that the Fire department could have a representative attend the next CBAC meeting to elaborate on their status.

4. Operating Budget Preview:

- a. Mrs. Coates provided that preliminary work is underway on the operating budget. The Department is currently reviewing all requests for funding and working with the County Administrator and Board to draft a proposed plan. The operating budget will be presented on March 13.

5. Meeting Wrap-Up:

- a. Mr. Mulroy motioned to approve the November 8, 2018 meeting minutes. Mr. Gleason seconded the motion, the motion passed.

The meeting was adjourned at 10:30am.