

## Greene County Commission

### REVISION #2 Daily Briefing

TUESDAY, May 17, 2016

9:00 AM

County Commission Conference Room

933 N. Robberson

Attendees: Commissioners Cirtin, Bengsch and Bentley; Chris Coulter, Kevin Barnes, Jeff Scott, Tina Phillips, Camille Knowles, Dan Patterson, Justin Hill, Chris Mericle, Jennifer McClure and Alissa Zhu of the News-Leader.

#### Items for Consideration and Action by the Commission

1. Crossing Guard IGA with R-12—Chris Coulter  
*This is an item the County had ended funding for several years ago, but have continued an agreement where services are provided and funding is an internal transferring of costs that does not result in expense to the County. The current IGA is for the 2016-2017 year with the following schools involved: Carver Middle School, Cherokee Middle School, Hickory Hills Middle School, Wanda Gray Elementary School, David Harrison Elementary School, McBride Elementary School and Wilson Creek 5-6. Commissioner Bentley made the motion to approve the IGA as presented. Commissioner Bengsch gave the second. The vote resulted in 3 ayes in favor. Motion passed. The IGA was circulated for signatures.*
2. Salary/Personnel Change Request—Justin Hill, Treasurer  
**Justin Hill** presented a request to the Commissioners regarding staff for the Treasurer's Office. *There have been some vacancies that have not been filled, and needs to continue to maintain the equivalent at least three full time employees in that office which includes himself. One employee plans to go part time beginning January 1, 2017, and Justin requests that they bring on a part time person in the fall of 2016 in order to adequately train that person prior to the existing employee going to part time.*  
**Camille Knowles**, Director of HR, notes that insurance benefits are based on the prior year of hours when determining benefit coverage. *The employee going part time in January 2017, will more than likely have their insurance continue through 2017 due to the hours worked in 2016. The next benefit year of 2018 would be determined by the number of hours recorded in 2017, and at that time insurance benefits would end.*  
**Jeff Scott**, Budget Officer, suggests that they bring on the new person at a lower rate than the present employee until it has been determined that their skill level of expertise warrants meeting the salary of the present employee. *This will also result in savings due to the reduced salary. The Commissioners and the Treasurer agree with this salary plan for the new part time employee. Commissioner Cirtin made the motion to approve the request as presented with the modifications discussed regarding starting salary and possible level increase. Commissioner Bengsch gave the second. The vote resulted in 3 ayes in favor. Motion passed.*
3. Policy Regarding Disposition on Indigent Remains—Tina Phillips  
*Tina presented the Commission with a policy regarding the disposition of indigent remains and explained the highlights of the policy. The policy mirrors the state policy and formalizes the procedure for Greene County. Commissioner Bengsch made the motion to approve the policy as presented. Commissioner Bentley gave the second. The vote resulted in 3 ayes in favor. Motion passed.*
4. Cox Tower Budget—Jeff Scott  
**Jeff Scott** gave an update of the Cox Tower Project budget, explaining the difference in expenses from the original projection. *Jeff explained expenses regarding moving, lights and construction of a portion of the existing offices that were removed. Jeff explained the 216 (LEST II) fund and outlined how that fund might play a part in covering the Cox Tower expenses and projections for usage.*  
**Kevin Barnes** explained that work would need to be done to build offices and some mechanical expenses involved which caused the project to become more expensive.  
**Jeff Scott** requests a motion to increase the budget for the Cox Tower Project to meet additional expenses. *It is noted that additional expenses were caused by estimating prior renovations to this facility and also the items mentioned by Kevin Barnes as previously noted. Commissioner Bengsch made the motion to approve the request as presented. Commissioner Bentley gave the second. The vote resulted in 3 ayes in favor. Motion passed.*  
  
*Chris Mericle presented the Commission with a contract for the Cox Tower Project. The contract was circulated for signatures.*
5. Miller County Reciprocity Agreement  
*The Sheriff's office submitted an IGA with Miller County for the housing of inmates. The agreement provides for basic health care needs as a part of the obligation of the agreement. Commissioner Bentley made the motion to approve the IGA as presented. Commissioner Bengsch gave the second. The vote resulted in 3 ayes in favor. Motion passed.*

## Informational Items

### 1. Budget Office—Jeff Scott

- *Jeff reports that the Budget Office is working on projection numbers and will submit those to the Commission prior to the Great Game Huddle next Tuesday.*
- *The Budget Office is working with Crystal reports and will be able to process in Excel rather than EDEN.*
- *Sales tax numbers for LEST will be coming in.*
- *Jeff will be meeting with Zim Schwartze to work on future needs/projections of the 9-1-1 system. They will be looking for savings areas as well as their budget for future planning. Some items they will review are staffing, phone system expenses etc. It is noted that the staffing study done does not necessarily mean there will be an increase in staff.*

### 2. Human Resources—Camille Knowles

- *Camille states she will be meeting with the Highway Department regarding evaluation training. If an employee meets the criteria of a “satisfactory” or above rating, and have worked for the County at least one year, they will be eligible for an increase in July 2016. There was a brief discussion of previous evaluation practices.*
- *Camille reports that HR software should go live the end of July or into August with regard to submitting employment applications on line.*
- *Open Enrollment is complete. Twelve employees have changed plans to the new Cox plan offered and of those, three employees had not previously had coverage.*
- *Camille presented a catalog that can be reviewed for possible retirement rewards.*

### 3. Other Items

#### Commissioner Bob Cirtin:

- *Team Greene volunteers for the information desk(s) have been sent applications and were asked to return them to Human Resources so background checks can be conducted. Commissioners will want to schedule interviews. The Commission will begin the volunteers at the Historic Courthouse with the Judicial Courthouse to follow. There was a discussion of parking for the volunteers.*
- *Commissioner Cirtin circulated pictures of possible clothing that could be purchased by employees with the “County of Greene” tree logo. Items could include shirts, caps and mugs. Pricing is being researched to make items affordable.*

#### Dan Patterson, Greene County Prosecuting Attorney:

- *Dan presented the Commission with an example of quarterly reporting. Jennifer McClure, Director of Communications and Public Engagement, assisted Mr. Patterson with the design to enhance a more visual report.*

#### Chris Coulter:

- *Reminded the Commissioners of their meeting at noon today to discuss construction updates at the Judicial Courthouse. There was a brief discussion of who would be attending and possible time lines. Cox will be replacing windows and there are other moving parts of the project that must wait on one step in order for the next step to occur.*
- *Ag tour e-mail was mentioned. This is an event in progress.*

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