

**COUNTY PERSONNEL COMMITTEE MEETING  
THURSDAY, FEBRUARY 10, 2000, 3:30 PM**

**Present:** Talmage S. Baggett, Chairman  
Billy R. King, Commissioner  
J. Lee Warren, Jr., Commissioner

**Others:** Cliff Strassenburg, County Manager  
James Martin, Deputy County Manager  
Garrett Alexander, Tax Administrator  
Grainger Barrett, County Attorney  
Amy Cannon, Finance Director  
James Lawson, Personnel Services Manager  
Terri Robertson, Board of Elections  
Ken Young, Personnel  
Doug Ruppel, CEO, Ground Control  
Rhonda C. Raynor, Deputy Clerk to the Board  
Press

Chairman Baggett called the meeting to order.

**INVOCATION:** Chairman Baggett offered the Invocation.

1. **Approval of Minutes of the December 15, 1999 and December 21, 1999 meetings.**

**MOTION:** Commissioner King offered a motion to approve the December 15, 1999 and December 21, 1999 committee meeting minutes.

**SECOND:** Chairman Baggett

**VOTE:** UNANIMOUS

4. **Consideration of a Memorandum of Understanding with the Board of Elections Regarding Personnel Management and Administration.**

Mr. Strassenburg advised the Board of Elections had forwarded a memorandum to his office outlining the relationship of the Board of Election employees to the county personnel system. He noted the Board of Commissioners adopted a Memorandum of Understanding in 1994. The one proposed by the Board of Elections is essentially the same. It does, however, clean up some of the language from the 1994 memorandum. It does not change anything. The intent of the memorandum is to make clear that the Board of Elections staff comes under the same benefits and leave program as other county employees. The difference between them is that the Board of Elections handles hiring, firing and grievances of their employees. Mr. Strassenburg then reviewed the changes made to the memorandum for the committee members.

Mr. Barrett explained that the Board of Elections is not a pure County agency. It is under the State.

Ms. Terri Robertson of the Board of Elections advised the State Board of Elections recommends this memorandum be adopted. They received a sample form from the state. The form was completed by their office and referred to County Management.

**MOTION:** Commissioner King offered a motion to recommend adoption of the Memorandum of Understanding as presented by staff to the full Board of Commissioners.

**SECOND:** Chairman Baggett

**VOTE:** UNANIMOUS

**5. Other Committee Concerns.**

Chairman Baggett asked Management about the Performance Pay Plan and how it relates to part-time employees. He mentioned the letters he has received from part-time employees and the reference to the Finance Department's memo that seems to indicate all county employees would receive performance pay.

Commissioner Warren arrived at the meeting.

Mr. Strassenburg stated the Performance Pay Plan that the Board of Commissioners approved included all permanent employees that worked more than 20 hours per week. The letters he has seen from part-time employees are from those who work less than 20 hours per week or are temporary employees. The memorandum distributed by the Finance Department should be taken in context of the whole plan.

Mr. Martin noted the plan was sent to all Department Heads and should have been shared with supervisor and from there to employees.

Commissioner Warren asked how much it would cost to include all part-time employees.

Mr. Strassenburg stated that information would have to be computed and could be brought back to the committee for consideration.

Mr. Martin stated that in the logistical issue of implementing the plan, they worked with people who have an annual salary. Part-time people are paid on an hourly basis. The amount of increase needed would have to be computed manually.

Commissioner King noted it was "a stretch" for him to think that part-time employees should have the same benefits as full-time employees. He feels there should be some delineation.

Mr. Strassenburg noted there are not that many employees that would fall into this category and there should not be a significant cost to award performance pay to them.

**MOTION:** Commissioner Warren offered a motion to amend the Performance Pay Implementation Plan to include all permanent part-time employees including those who work less than 20 hours per week and to make this action retroactive and recommend approval to the full Board of Commissioners.

**SECOND:** Chairman Baggett

**DISCUSSION:** Commissioner Warren noted that when the item is presented to the full Board of Commissioners, they can look at the costs involved.

**VOTE:** Favor: Chairman Baggett and Commissioner Warren  
Oppose: Commissioner King

### **3. Consideration of Proposal for GIS/Mapping Training and Position Classification.**

Mr. Martin noted the Personnel Committee asked during their December 15, 1999 meeting that a report be given with regard to a GIS employee and step increases for Property Mappers in the county. In reviewing this issue, it came up that if there was to be additional levels for Property Mappers then Appraisers should also be looked at. Mr. Alexander will report to the committee on these issues.

Garrett Alexander, Tax Administrator introduced Mr. Doug Ruppel, CEO of Ground Control. He advised Mr. Ruppel is developing software for the county tax office. He has experience in some of the areas to be discussed.

Mr. Alexander advised the original scope of the GIS project failed to address the functional and operational issues for the County. He has been trying to repair this problem for several years. He noted the joint GIS project involving the County, the Public Works Commission and the City of Fayetteville.

Commissioner Warren asked if the Department of Transportation should be involved in the joint GIS project.

Mr. Alexander advised that DOT should be involved and probably the FAA as well. The plan will be presented to the City of Fayetteville and PWC on February 17<sup>th</sup> and then a presentation will be made to the Board of Commissioners along with a recommendation.

Mr. Alexander advised that when he became the Tax Administrator in 1996, the County's Property Mappers had not even had the necessary training to maintain their certification. GIS training is separate from the required North Carolina Property Mappers Certification. These two issues are separate. Mappers' certification must receive the most attention. He noted the HP System and network SDE training has had to precede GIS training due to the loss of the GIS Manager position in the FY00 budget.

Mr. Alexander advised that due to the NAD83 shift all parcel identification numbers are having to be changed. The OASIS database must be modified to accept the new NAD83 PIN's and store the old NAD27 PIN's before GIS becomes functional. The current schedule of work is to have Netcom begin network installation on February 15, 2000. Ground Control is currently building the NAD82 PIN's and OASIS modifications are due to be completed and tested by March 1, 2000. He noted a fiber optic network will have to be put in so that the current system can run effectively. He advised sufficient funding is available for the planned training. Training cannot begin before the network is completed and Mappers are ready to use the system, because the learning curve requires continual use or the knowledge is lost. Training is also very expensive. The average cost per person per course is \$2,000. Training will be scheduled in group sessions to reduce the cost of training and where possible, it will be shared by the City of Fayetteville and PWC. He hopes to have the training done here to save travel expenses. He advised the information regarding the implementation steps were distributed to the County's Property Mappers in October, 1999. They were advised at that time that the training would begin when the products were in place for them to work with. He feels he is doing the most he can in a timely manner due to the problems they have experienced and the uncontrollable delays. GIS training for Mappers is scheduled for spring 2000.

Chairman Baggett asked how many people will be trained.

Mr. Alexander noted nine of his people will be trained. He will also ask the Planning Department, the City of Fayetteville and PWC to participate in the training.

Mr. Doug Ruppel of Ground Control stated the expertise the Mappers obtain should be specific to support the process they will be using. This technology changes so quickly that the Mappers will need continuing updates.

Mr. Alexander advised that he asked DMG to look into a tiered position classification system for Mappers and GIS technicians. DMG advised that was not in their scope of work. He noted that when classification changes are considered for the Property Mappers, they must also consider other professional positions in the tax office such as the Appraisers. The current salary for Mappers is competitive statewide. He and James Lawson feel the need to explore and review these parity issues. They want to contact

Counties that have tiered position classifications for both Property Mappers and GIS Technicians. He needs more time at this point to work with Personnel and come back to the committee with a plan that meets all the needs as well as looking at the Appraiser positions and the parity issues. Appraisers need to keep their training up just as Mappers do.

Commissioner Warren stated he basically wanted to know what was being done with the funds the Board had appropriated for training. He also asked for a remedy to what appeared to be inequity among the Mappers as they were all in the same grade class no matter what their experience or how long they had served in the position.

Mr. Alexander stated he felt the need to lay out all the issues to explain why there had been a delay in the training. The training funds will be spent when it is appropriate. The GIS Manager funds are separate from the training funds. He wants to be careful with the training funds. They do not have the mechanism to teach the technology the Mappers will be working with until the equipment is up and running. He wants the Mappers to be able to have tiers in their grades. He is fearful that without this grade scale, the County will lose them to private engineering firms.

Commissioner Warren asked if there were inequities among the Appraisers.

Mr. Alexander advised there were inequities.

Commissioner Warren stated that if there were inequities, then those positions should also be looked at.

Mr. Alexander stated he wanted to look at all the positions at the same time and do a thorough job.

Mr. Lawson stated they will gather data from other locations to do the study.

Mr. Strassenburg stated they need to be cognizant of the fact that if they go to a tiered approach based on serve and level of expertise and training, it could spill over into a lot of other position in the County. We need to consider whether or not we want to reward someone who has been doing the same thing for a long time. We need to look at what they are doing. He suspects that if they went through the pay plan they could find many positions that could be done the same way. This decision may have much broader implications. We need to ask if the pay range is right for the position.

It was the consensus of the committee to allow the Tax Administrator to work with Personnel to develop a plan to have steps in the pay range for the Property Mappers and

Appraisers. The recommendation is to be brought back to the committee for consideration.

**2. Election of Chairman.**

**MOTION:** Commissioner King offered a motion to elect Commissioner Baggett Chairman of the Personnel Committee.

**SECOND:** Commissioner Warren

**VOTE:** UNANIMOUS

**5. Other Committee Concerns.**

This item was addressed again, as Commissioner Warren had not yet arrived at the meeting when it was first considered.

Commissioner King noted he had a problem with the time of the Personnel Committee meetings. If it was agreeable with the other members, he would prefer to have a meeting in the morning rather than the afternoon.

**MOTION:** Commissioner Warren offered a motion to change the time of the Personnel Committee meetings from 3:30 PM on the Second Thursday of each month to 9:30 AM on the Second Thursday of each month.

**SECOND:** Commissioner King

**VOTE:** UNANIMOUS

Meeting adjourned at 4:35 PM.