

Scott County Board of Supervisors
October 16, 2018 8:00 a.m.

The Board of Supervisors met as a committee of the whole and pursuant to adjournment with Knobbe, Beck, Kinzer, Holst and Earnhardt present.

Mary Thee, Human Resources Director, introduced Bob Longmire of Public Sector Personnel Consultants (PSPC), the firm which conducted the Classification, Compensation and Benefits Study. She said this is a high level progress report, and does not review specific departments, individuals or bargaining units. She said if the Board agrees there would be a resolution for Board approval of the principles and concepts of the study. She said specific recommendations would be part of the budget process.

Longmire reviewed the classification and compensation study highlights. He described the study process. He said the summary of the findings is that the County's house is in order. He said the main question for classification is do the current job titles make sense. He said based on the job description review, PSPC recommends removing obsolete titles with no employees in one job title, merging 26 job titles with existing or modified titles, creating one new title, modifying the titles of 56 positions and leaving 123 titles unchanged.

Supervisor Earnhardt asked Thee how people respond when she has talked with them about the study.

Thee said she has had conversations with departments where PSPC thought there was an issue or question that needed some clarification. She said she thinks they have gotten a good response with everybody.

Supervisor Beck asked how many job titles does the County have.

Thee said roughly 250.

Longmire said the study recommends reducing to 225 job titles.

Supervisor Holst asked Thee when she spoke, did she speak with the individuals that completed the surveys, the department heads or elected officials.

Thee said they talked to department heads and managers.

Longmire discussed the compensation salary study and said that Scott County is competitive for 62 percent of jobs. He said the study compared midpoint to midpoint of similar jobs in the market. He also gave the results of the midpoint versus market variance. He said the Hay system tends to undervalue jobs versus the market.

Thee said when using the Hay system, Scott County was not always taking into effect the market aspects of a particular job.

Longmire said implementation options include establishing new salary schedules, sharing the same schedule between some groups and that it would be a 5x5x14 matrix which allows for flexibility responding to the market. He also said it would use the market to place jobs onto schedules and move employees through their ranges.

Supervisor Knobbe asked what were the market peers and private firms used for comparison in the study.

Longmire said they used the Economic Research Institute published survey that has about 1800 employers and targeted the groups who responded from the Quad Cities area.

Holst asked if the Board can get that list.

Longmire said he can supply that list. Longmire said most organizations are moving away from Hay points system. He said the market system is clearer, more transparent, easier to understand and easier to maintain. He said the Hay system only looks internally, which can lead to over or under compensation when compared to the local job market, and under compensation can lead to recruitment and retention issues.

Longmire also addressed the issue of wage compression (paying new employees more than current employees). He said Scott County does not have a serious compression problem because the County has moved employees through the existing pay ranges. He said 25 employees fell below the minimum calculations and the cost to bring them into the new salary ranges would be \$27,972. He also said that 381 employees would need to be assigned within the new pay ranges at a cost of \$255,165, with some employees seeing a pay increase while no employee would see a pay decrease. Employees would also have new higher ranges for future wage growth. He said the next step is adopting staff recommendations on implementation options.

Supervisor Kinzer asked if the assignment of employees into the new salary ranges would have an effect on collective bargaining agreements.

Thee said this is just the scales and whatever the County and employees negotiate in relations to the scales is part of the bargaining process.

Kinzer said he liked that no one would be losing pay or benefits.

Supervisor Beck asked about the costs and recommended changes and asked if that what was going to be considered at the next Board meeting.

Thee said yes in general concept and but payroll is a moving target, that every week we add and delete employees and this is a snapshot in time and at about \$300,000. She also said if Board was in agreement, she and David Farmer would work toward implementing as part of the budget process.

Holst asked if the Board would get the rest of the departments.

Thee said all of that would be coming as part of the budget process and PSPC will be back in the first of the year to have conversations with employees about how this individually impacts them. Thee also said they would not be seeing the departmental draft pages of the study results now.

Longmire said everything is still a draft and that the Board has not approved it yet.

Thee said some of the recommendations are subject to the bargaining process that has initiated yet and some may have changes depending on how the bargaining process proceeds.

Holst asked if they had an idea about the number of people that are above and might be impacted by a freeze in their salary.

Thee said she thought it would be twenty five or less.

Holst asked if they would be seeing that list.

Thee said they would be having conversations with those individuals as they proceed through the process.

Earnhardt said she likes process and that this market value system helps employees.

Holst if the market based system is adopted, and there is downturn in the economy, and the County is locked in to some salary increases, how does the County work with that.

Longmire said the market is a little bit more sensitive to the economic downturns than the Hay system would be. He said that the Board would have to respond to the market forces but this system would provide market information to aid in decision making.

Holst asked where the HR department goes to for those resources, and would this require contracting with other consultants.

Thee said the County should not wait forty years for another study. She said she checked with other peer counties which use a market based system and these counties recommend engaging a market study every five years or so.

Longmire said administration can update the market data with publicly available information as often as needed. He said PSPC has a one year implementation warranty so that if the County creates a new position in that time frame PSPC will make a market study for that new position.

Earnhardt asked if Scott was one of the largest counties that does the Hay system.

Thee said she thinks that Scott County is the only county in Iowa that uses the Hay system.

Knobbe asked what the process to add a job is.

Longmire said you would fit the classification system and existing positions to fit the new position into the system. It is possible that a market study would be required.

Holst asked if health care costs as a benefit were taken as a consideration.

Longmire said yes and when they looked at those numbers, Scott County was slightly lower than market average for contributions.

Holst said she wanted that point to be made clear to employees moving forward.

Longmire said looking at the study results, he saw nothing that said they were so far ahead on contributions to health care benefits to increase salary.

Kinzer asked if two people did same thing, would there be a recommendation to eliminate one position.

Longmire said that would be called merging titles together, that there were twenty six instances where they recommend merging job titles, but merging titles does not mean laying off an employee, only changing the name of their position.

Kinzer said employees have told him they are anxious about this study and that they were hired for specific jobs.

Thee said that no job is getting eliminated and no salary is going down.

Kinzer asked if anyone in the audience could ask questions.

Thee said they would not be going into any details of bargaining units, departments or individuals and that those conversations belong at a different time and place.

Roxanna Moritz, County Auditor, stated that this is why we do not have trust in this County and do not allow people to come to the meetings and have conversations about their concerns.

Knobbe said he would allow ten minutes from the audience.

Moritz asked how the market study was used for positions such as in the elections department of the Auditor's office how do you gauge what is done.

Longmire said you have to find out in the market who is responsible for the work such as whether they are in elections or IT, and who is responsible for those specific tasks.

Moritz asked if the study takes education into account.

Longmire said yes, the study looked at both education requirements and if positions with similar education requirements also had similar job requirements.

Moritz asked about releasing documents, maybe putting in red drafts for timeline wise when groups are going into bargaining.

Ken Croken asked if there is a rule of thumb for total compensation being a percentage of salary.

Longmire said the market number is around 21 percent.

Kinzer said that since the PowerPoint slides are a public document and presented publicly that all the slides should be made available.

Thee said the PowerPoint slides shown today would be posted on the county website, thanked everyone for coming and listening, there are a lot of details to work out, and if the Board accepts the concept she and David Farmer would implement the details in budget process.

Tim Huey, Planning and Development Director, reviewed the Planning and Zoning Commission recommendation on an application to add wineries and associated facilities to the list of Special Permitted Uses in Ag-General Zoning Districts. He said the Planning Commission unanimously recommended approval of the proposed Zoning Ordinance amendment to add as a special permitted use "wineries for the production of native Iowa wine in conjunction with a vineyard and associated facilities for the production, bottling, marketing and sale of the wine." Such a proposed special permitted use may also include associated facilities for tastings and other events held on the premises. He said that he did not anticipate the County would receive many applications for winery special use permits.

Holst asked for the material when Ag-General goes to C-2 and what were the questions and hurdles for changing zoning classifications. She also asked what is currently allowed in Ag-General zoning districts as far as potential businesses.

Huey said that amending as a special use permit better meets the Comp Plan. He said C-2 rezoning with conditions may be more appropriate but thinks this is the better way to proceed.

Holst asked what the Zoning Board of Adjustment (ZBA) looks at.

Huey said the items are in the memo for the next Planning and Zoning meeting.

Holst asked if this would be taking a big step into exceeding parking and building size.

Huey said he compares this to other zoning uses such as hog confinement.

Holst asked if the Board of Supervisors can make addendums to this.

Huey said yes, the Board could place parameters in the ordinance.

Holst asked that since the site plan does not go back to the Board from ZBA would it come back to the Board of Supervisors from Planning and Zoning.

Huey said the site plan review approved by Planning and Zoning can be appealed to the Board of Supervisors by the applicant.

Kinzer asked if the special use permit would just be for the planned event center.

Huey said the permit would be for the winery area that is not ag-exempt and that it is anticipated that the ZBA approve the winery first, then approve the tasting room and then the event center or the ZBA could approve it all at once.

Bryce Flarrey spoke on behalf of the applicants and said they are interested in expanding the brand, having a tasting room and scaled event center. He said they are also planning to live on the property and not turning it into a commercial thing, instead have it have a small town feel.

Huey also reviewed the Planning and Zoning Commission recommendation on an application to rezone 13.2 acres, more or less, from Single-Family Residential (R-1) to Agricultural-General (A-G) legally described as Lot 2 of Great River Hills Addition in Section 14 of LeClaire Township and located on the west side of Great River Road, ¼ mile south of 235th Street. He said the text amendment and rezoning would have to be approved, then the Special Use Permit would have to be reviewed and approved, followed by the approval of a Site Plan Review, before any winery-related activities could take place on the property. Agricultural activities like growing grapes are allowed (and generally would be ag-exempt) in all zoning districts in rural Scott County.

Huey then reviewed an application to amend permitted and prohibited accessory uses in the Community Area Development Residential District. He said that the Park View Owners Association (PVOA) has submitted an application for a text amendment to the CAD-R zoning district regulations which apply to the residential areas of Park View. He said the proposed changes would include only one commercial vehicle may be parked and/or stored on the property unless it is used in conjunction with an approved home business. Accessory uses not permitted include, but are not limited to, the following uses: the visible accumulation of domestic junk such as vehicular parts, tires, trailers, salvaged building materials, broken or junk appliances, and the visible presence of any junk vehicle on a residential lot not stored entirely within an enclosed garage shall also be considered a prohibited accessory use (See Section 6-5.60. Junk 'Vehicle) Grasses and/or weeds that are in excess of 10 inches and are not a native or

landscaped planting shall be considered a prohibited accessory use. Any accessory commercial use which is not approved as a home business as outlined in Section 66. V. is not permitted, Home occupations conducted entirely within the dwelling (not in attached or detached garage) and in compliance with all other requirements of Section 6-6.V and not more than four domestic pets of any species. No public or private kennels for domestic animals nor any domestic livestock are permitted.

Holst said she wanted to confirm that the County did not send out notices for these change proposals to Park View residences.

Huey said it was Park View that requested the changes and that the public hearing notice was in the North Scott Press and included the details.

Huey discussed the application to the Federal Emergency Management Agency (FEMA) for funding from the Hazard Mitigation Grant Program and said property owners Samuel and Mary Yarham have requested that Scott County, the applicable local government, submit an application for FEMA's Hazard Mitigation Grant for the acquisition of their property located at 31379 Scott Park Road, which is located in the Wapsipinicon River 100 year floodplain. He also said that the property owners would be responsible for the local match should it be required.

Tom Leonard, Sergeant, Sheriff's Office, Nick Clausen, Technology Systems Coordinator, Information Technology Department and Matt Hirst, Director, Information Technology Department discussed the quotes they were received for the purchase of equipment necessary to replace Mobile Data Computers (MDC's) and communication gateways in the Sheriff's Office and Conservation Department's public safety vehicles. The quotes recommended are from Keltek for 55 Toughbook CF54 MDC's, 47 docking stations, and 23 port replicators, in the amount of \$163,441; 42 Sierra Wireless in-vehicle communication gateways, antennas, and installation services in the amount of \$110,158.34; and console and MDC installation in 47 vehicles in the amount of \$30,645.46. Leonard said that the current computers are five years old and at the end of their life span. He said since they are having issues now with the multiple vendors, they are recommending purchasing all the products from the same vendor. He also said the laptops are a better option right now instead of tablets. He said the testing went well with the Panasonic computers and the Sierra routers.

Holst asked what the state troopers use.

Leonard said he was not sure, but didn't think they had routers in their squad cars. He said Scott County has live views in the squad cars, if there are any issues.

Holst asked what the budget was for this.

Hirst said it is budgeted for \$300,000, and the project is about \$304,000 and that the Keltek quote beat the state contract price with an excess of 50 percent.

Ed Rivers, Health Department Director, updated the Board on the Live Free Quad Cities goals, community members, methods of finance and action plans as a high priority item on the Scott County Strategic Plan.

Thee reviewed the premium rates for calendar year 2019 for health, dental, vision and the annual renewal for administration of the County's flex savings program.

Thee also discussed the hiring of Farrah Roberts for the position of part-time Detention Youth Counselor in the Juvenile Detention Center at the entry level rate, the hiring of Joel Driscoll for the position of part-time Bailiff in the Sheriff's Office at the entry level rate, the hiring of Russell Griffin for the position of part-time Bailiff in the Sheriff's Office at the entry level rate, the hiring of Ogechi Anyaugo for the position of Corrections Officer in the Sheriff's Office at the entry level rate, the hiring of Kevin Delveau for the position of Corrections Officer in the Sheriff's Office at the entry level rate, the hiring of Cory Elam for the position of Corrections Officer in the Sheriff's Office at the entry level rate and the hiring of Edward Mauro for the position of Corrections Officer in the Sheriff's Office at the entry level rate.

Thee reviewed the request from the Health Department to overfill the Correctional Health Coordinator position from December 3, 2018 to January 2, 2019 due to the retirement announcement of the current individual in that position.

David Farmer discussed the FY20 budget parameters and asked for Board feedback. He talked about the assignment of fund balance for strategic planning elements and department goals and also presented the Board with a County financial overview.

Moved by Earnhardt, seconded by Knobbe at 11:18 a.m. a motion to adjourn. All Ayes.

Tony Knobbe, Chair of the Board
Scott County Board of Supervisors

ATTEST: Roxanna Moritz
Scott County Auditor