

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, August 23, 2016**

A work session of the Cochise County Board of Supervisors was held on Tuesday, August 23, 2016 at 10:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Richard R. Searle, Chairman; Patrick G. Call, Vice-Chairman; Ann English, Member

Staff Present: James E. Vlahovich, County Administrator
Edward T. Gilligan, Deputy County Administrator
Arlethe G. Rios, Clerk of the Board
Lauri Owen, Civil Deputy County Attorney
Trudy Berry, County School Superintendent
Carrie Langley, Deputy Director, Health & Social Services
Eric Silverberg, Court Administrator
Thad Smith, Chief Deputy Sheriff

Chairman Searle called the meeting to order at 10:00 a.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

INTRODUCTIONS

ITEMS FOR DISCUSSION

Human Resources

1. Discussion and possible direction regarding the Cochise County Employee Compensation Plan.

Mr. Vlahovich gave the background on the topic and said that today's discussion was a result of the direction that was received from the Board at a work session in April.

Mr. Gilligan went over the objectives for the meeting and then moved on to the proposed plan of action:

- Adopt a six-level broadbanded pay structure to replace the 38 pay grades we currently have
- Consolidate the 322 job classifications currently in use into fewer positions which better match positions in the greater marketplace
- Adjust salaries for positions furthest from market

- Enhance the current employee performance evaluation process to better align pay and performance
- Adopt a compensation plan which guides directors and elected officials in making consistent, equitable compensation decisions for all personnel
- Partner with the courts to align their compensation plan with the County's
- Train all management personnel in the proper assessment of employees and executing the new compensation plan
- Allocation of funds to sustain annual salary growth

He moved on to the timeline for the Board to implement the new compensation plan. He noted that the pay structure would be presented at the August 30 Board Meeting. He showed the structure presented in April and then the structure being presented today with modifications. He said that the new pay structure still has six bands, but there are two major differences: there is a lower starting point in band A and band B is the customer service band.

Chairman Searle asked if specific positions had been identified for each band.

Mr. Gilligan said that positions were still being researched to place them into the right bands, but more details would be presented at a later time. He stated that County Administration and Human Resources would be meeting with all departments to discuss changes in titles and positions.

He showed a scattergram with current positions, discussed transition expenses, and noted that there would be no cost to bands A and F. He further explained that during phase one of the plan 155 employees would be impacted in 21 classes. He also highlighted departments that would not be impacted in phase one: Board of Supervisors' Office, Human Resources, Finance, Procurement, Elections, Information Technology and the Library. He added that the main goal was to ensure equality among similar positions with similar duties.

Mr. Vlahovich said that the point of this work session was for the Board to give direction on the structure, not the budgetary impact.

Mr. Gilligan moved on to the money that would be used to pay for phase one. He showed a spreadsheet and pointed to the departments in red that have contributed to the savings and those in black that have increased their salary budgets.

Mr. Vlahovich clarified that the structure being presented would give employees an opportunity to promote and increase their pay while allowing for directors to have the authority to make salary decisions with guidance from Human Resources.

Supervisor English supported allowing the directors and elected officials to have authority over salary decisions. She added that she knew the importance of paying employees what was fair, but was concerned over the amount of money available to address this issue.

Ms. Cathy Traywick, County Treasurer, said that she supported the new structure and was happy to see that elected officials would be allowed to make salary decisions regarding their employees.

Mr. Phil Leiendecker, County Assessor, said he supported the band structure, but wanted to ensure that staffing levels were also considered when making decisions.

Ms. Trudy Berry, County School Superintendent, said that she appreciated Supervisor English's support of allowing the elected officials to have more control over the salaries in their offices and added that she supported the band structure as it allowed for people to

promote within the band.

Mr. Eric Silverberg, Court Administrator, said that he looked forward to learning more about this structure.

Supervisor English noted that there should be a clear understanding of what the job descriptions are so that there can be equality across the board.

Mr. Gilligan said that the next step was for the Board to approve the structure formally next week so that staff can begin phase one. He added that he would be scheduling meetings to meet with individual departments to discuss specific concerns.

Chairman Searle said that he was grateful that salary savings had been pooled into one pot as this will be where the compensation plan is funded from.

Mr. Vlahovich thanked Mr. Gilligan on his work to implement a new compensation plan and structure and added that he would keep the Board up-to-date on the process moving forward.

Chairman Searle adjourned the meeting at 10:47 a.m.

APPROVED:

Richard R. Searle, Chairman

ATTEST:

Arlethe G. Rios, Clerk of the Board