

**NAVAJO COUNTY BOARD OF SUPERVISORS MINUTES
TUESDAY, MARCH 20, 2007**

9:00 a.m. Call To Order: Chairman Tenney led the Pledge of Allegiance and offered the invocation.

PRESENT: David Tenney, Chairman; J.R. DeSpain, Vice Chairman; Jesse Thompson, Member; Jerry Brownlow, Member; Mel Bowers, County Attorney; James G. Jayne, County Manager, and Darlene Fraley, Clerk of the Board. Percy Deal, Member, was not present.

CALL TO THE PUBLIC: There was no response.

CONSENT AGENDA: a) Vouchers; b) Tax roll corrections **Supervisor Thompson made a motion** to approve the Consent Agenda and authorize the Chairman to sign those documents; motion seconded by Supervisor DeSpain; vote unanimous approving the motion.

HUMAN RESOURCES: Consideration and possible approval of Personnel Actions: Gail Calisen reviewed the three personnel items on her report. **Supervisor DeSpain made a motion** to approve the Personnel Action report; motion seconded by Supervisor Thompson; vote unanimous approving the motion.

CHARACTER FIRST PRESENTATION: Shalice Cook reviewed the character trait of the month and presented a video clip: Discernment—Look beyond your perception to the underlying causes and effects.

FINANCE:

- a. Personnel Commission comments as related to compensation plan and personal leave proposal: Personnel Commission representatives, Laree Saline and Dan Hinz, addressed the board regarding feedback from employees regarding raises. They thanked James Jayne, James Menlove, Gail Calisen and staff for their efforts to provide raises. Ms. Saline advised that in the past additional Personal Leave days were granted when funding wasn't available for raises and they understand it is the administrative recommendation this year that the personal days revert to the two days included in the Personnel Policy. She stated that the Personnel Commission would like to discuss revising the Personnel Policy as related to this issue at a later date. Dan Hinz stated that he has stood before this Board previously during difficult times and appreciates today's action to provide raises to the employees. He expressed appreciation to Laree Saline for her dedication to the employees and her leadership of the commission. He thanked Mr. Jayne for his presentation regarding the proposal for today's action at the Personnel Commission so that they were able to explain it to employees.
- b. Discussion of status of budget preparations as related to FY 2008 budget: James Menlove reported: he is meeting with departments regarding their budgets; health insurance has had a good year and premiums covered 100% of the liabilities; if there are minimal cost adjustments resulting from actuarial reports and enhanced benefits, he would recommend the county pay these costs; ASRS will increase by 0.5% for both the employee and employer; there will be minimal operating budget increases with specific attention to those promises made on Prop 400; and budget hearings will be held on May 14th. Supervisors expressed appreciation to Mr. Menlove for his positive working relationship with department managers.
- c. Consideration and possible action related to the employee compensation plan including salary adjustments and personal leave days: James Menlove reviewed the administrative compensation plan recommendations that would be funded through vacancy savings as:
 - i. 7.5% cost of living adjustment for all employees with a \$2,000 minimum increase to be effective April 1, 2007 showing up in the April 15, 2007 paycheck. Employees who received a salary range adjustment on February 20, 2007 will only be considered to the extent that their salary increase was less than 7.5%.

- ii. General salary adjustment each year of 5% on each employee's anniversary of hire date with the effective date to be July 1, 2007.
- iii. Two personal days for FY 2008 year as per policy.
- iv. The Finance Director will work with those departments with grant funding to assure these raises can be accommodated. It is anticipated that funding for this raise during the remainder of FY 2007 will come from vacancy savings within the departments, thus not increasing a department's budget.

In response to a question from Supervisor DeSpain, Mr. Menlove advised the county would cover its share of the ASRS increase and, as statutorily required, the employee will contribute an additional 0.5% to ASRS. Supervisors expressed appreciation to administration for the compensation plan in response to Prop 400 and expressed appreciation to employees for remaining loyal to the county during the lean years. Mel Bowers stated this is a reimbursement for a number of lean years and the raise is very much needed and appreciated.

Supervisor DeSpain made a motion to approve:

- a. 7.5% cost of living adjustment for all employees with a \$2,000 minimum increase to be effective April 1, 2007 with the intent that employees who received a salary range adjustment on February 20, 2007 will only be considered to the extent that their salary increase was less than 7.5%.
- b. General salary adjustment each year of 5% on each employee's anniversary of hire date with the effective date to be July 1, 2007.
- c. Two personal days for FY 2008 year as per policy.

Motion seconded by Supervisor Thompson. Chairman Tenney reported he received a phone call from Supervisor Deal who apologized that he could not be here today, expressing support for this plan and requesting that the Chairman thank the employees for their loyalty. Vote unanimous approving the motion.

SHERIFF'S OFFICE: Consideration and possible approval of IGA between the State of Arizona through the Department of Public Safety and the Sheriff's Office assigning a Detention employee to their Gang & Immigration Intelligence Team Enforcement Mission: Commander Bernard Huser reviewed the terms of this IGA and discussed the need for an additional employee. **Supervisor Brownlow made a motion** to approve the intergovernmental agreement between the State of Arizona through the Department of Public Safety and the Sheriff's Office, assigning a Detention employee to their Gang & Immigration Intelligence Team Enforcement Mission; motion seconded by Supervisor DeSpain; vote unanimous approving the motion. Mel Bowers inquired if it was the intent of the board to include the addition of a Detention Officer II position and Mr. Jayne advised that there may be a need for additional funding for this position. **Supervisor Brownlow made a motion** to approve utilizing the 85% reimbursement funding to add a Detention Officer II position; motion seconded by Supervisor DeSpain. Vote unanimous approving the budget

ELECTIONS: Canvass of Official Results of the Show Low Unified School District #10 Budget Override Election conducted March 13, 2007: Kelly Dastrup reviewed the official results of the Show Low Unified School District #10 Special Override Election, advising there were 861 yes votes and 501 no votes. She reported there was a 15.11% voter turnout, which is the norm for a school district election. **Supervisor DeSpain made a motion** to approve the Canvass of the Official Results of the Show Low Unified School District #10 Budget Override Election conducted March 13, 2007; motion seconded by Supervisor Brownlow; vote unanimous approving the motion. James Jayne expressed appreciation to Kelly Dastrup for her service to the county, advising she had expressed willingness to assist the elections' department until a new person could be hired.

NAVAJO COUNTY PUBLIC HEALTH SERVICES DISTRICT: Board of Directors' Session: Supervisor Thompson made a motion to enter into the Navajo County Public Health Services District **Board of Directors' Session**; motion seconded by Supervisor Brownlow; vote unanimous approving the motion.

- a. Consideration and possible approval of Professional Services contracts for Dental Sealant Program effective January 1, 2007 through December 31, 2007: Mary Tyler reviewed the contracts as offered.
- i. Karol Morse, EDH, AP for Dental Hygiene services in the amount of \$45.00 per hour: **Supervisor Brownlow made a motion** to approve the contract as presented; motion seconded by Supervisor DeSpain. Supervisor Thompson inquired how many schools participate in this program and Mary Tyler said they have not yet been identified; that schools must be low income schools and consideration must be given to the amount of travel the contractors must do. Vote unanimous approving the motion.
 - ii. Connie Baine, RDH, AP for Dental Hygiene services in the amount of \$45.00 per hour: **Supervisor Thompson made a motion** to approve the contract as presented; motion seconded by Supervisor DeSpain; vote unanimous approving the motion.
 - iii. Lorrie Rogers for assistance with dental services in the amount of \$14.00 per hour: **Supervisor Brownlow made a motion** to approve the contract as presented; motion seconded by Supervisor Thompson; vote unanimous approving the motion.
 - iv. Alicia Allen for assistance with dental services in the amount of \$14.00 per hour: **Supervisor DeSpain made a motion** to approve the contract as presented; motion seconded by Supervisor Brownlow; vote unanimous approving the motion.
 - v. Kelly Soderquist for assistance with dental services in the amount of \$14.00 per hour: **Supervisor Thompson made a motion** to approve the contract as presented; motion seconded by Supervisor DeSpain; vote unanimous approving the motion.

Supervisor Brownlow made a motion to return to regular session; motion seconded by Supervisor Thompson; vote unanimous approving the motion.

PUBLIC WORKS: Consideration and possible approval of funding for the rental of vans for Hardrock Chapter events to be funded through District I LTAF II Funds: Dusty Parsons advised this request for funding meets the requirements of LTAF II and is not to exceed \$449.52. **Supervisor Thompson made a motion** to approve funding not to exceed \$449.52 for the rental of vans for Hardrock Chapter events utilizing District I LTAF II Funds with a manual warrant to be issued; motion seconded by Supervisor Brownlow; vote unanimous approving the motion.

BOARD BUSINESS: Supervisors discussed: events and issues of interest in their district; the success of the D.I.R.T. project presentation in Washington and other Washington meetings; legislation as it impacts the county and the pleasure it brought to provide raises to staff today. James Jayne thanked the board for their action today on behalf of the employees.

EXECUTIVE SESSION: At 10:27 a.m., **Supervisor DeSpain made a motion** to enter into executive session pursuant to A.R.S. § 38-431.03 (A) (1) for discussion of salary of the County Manager and A.R.S. § 38-431.03 (A) (3) for consultation for legal advice with the attorney of the public body regarding an employment contract for the County Manager; motion seconded by Supervisor Thompson. Mel Bowers advised there would have to be two separate motions if a second executive session is needed. Supervisor DeSpain retracted his motion to enter into executive session and Supervisor Thompson retracted his second. **Supervisor Brownlow made a motion** to enter into executive session pursuant to A.R.S. § 38-431.03 (A) (1) for discussion of salary and contract for the County Manager; motion seconded by Supervisor Thompson; vote unanimous approving the motion.

RECONVENE for action related to the employment contract and compensation for the County Manager: At 11:25 a.m., the board reconvened with all as listed above present and Supervisor Deal absent. **Supervisor DeSpain made a motion** to approve the two year contract as discussed in executive session with the contract beginning April 1, 2007; motion seconded by Supervisor Thompson; vote unanimous approving the contract.

Supervisor Brownlow made a motion to set the salary for the County Manager at \$134,348.00 per year; motion seconded by Supervisor DeSpain. Chairman Tenney advised that during the salary process the county manager and board have tried to compensate employees as related to their peers in other counties in similar positions. He advised the county manager salary was determined utilizing a salary survey of the 15 county managers, taking out Navajo County, the two lowest paying counties, (Greenlee and Graham) and the two highest paying counties (Pima and Maricopa) with the resulting average the amount that is included in the contract. He said the board feels it is equitable to do for the county manager what they have tried to do for other county employees. On behalf of the board, employees and citizens of Navajo County, Chairman Tenney thanked Mr. Jayne for his leadership, stating that he is amazed at the respect Mr. Jayne has earned throughout the state. He thanked Mr. Jayne for his loyalty as he has worked 3 ½ years well under what he should have been paid. All supervisors echoed these remarks, stating that even though the pay is an average, they recognize that Mr. Jayne is considered a top County manager in the State. Vote unanimous approving the motion. Supervisors thanked Mr. Bowers for his assistance throughout this process. Mr. Jayne thanked the board, stating he appreciates the board's support of him and the county employees.

ADJOURN: At 11:35 a.m. **Supervisor DeSpain made a motion** to adjourn; motion seconded by Supervisor Thompson; vote unanimous approving the motion.

APPROVED:

DATE:

David Tenney, Chairman

ATTEST:

Clerk of the Board