

MINUTES OF AN WORKSHOP OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD MARCH 6, 2017

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in an **Workshop** on **Monday, March 6, 2017**, at **3:00 p.m.**, in the Board of County Commissioners Meeting Facility, located at 210 South Main Street, Trenton, Florida, with the following members' present to-wit:

<i>District I</i>	<i>Commissioner Sharon A. Langford</i>
<i>District II</i>	<i>Commissioner D. Ray Harrison, Jr., Chairman</i>
<i>District III</i>	<i>Commissioner Todd Gray, Vice Chairman</i>
<i>District IV</i>	<i>Commissioner Marion Poitevint</i>
<i>District V</i>	<i>Commissioner Kenrick Thomas</i>

Others in Attendance

Todd Newton, Clerk of Court; Richard Romans, Finance Director; Patty McCagh, Board Secretary/Deputy Clerk; David Lang, Tammy Moore, Human Resource Manager; Chief Deputy Jeff Manning, GCSO; and Lou Leone, Road Department Superintendent.

Call to Order

Vice Chairman Todd Gray, called this **workshop** to order at 3:02 p.m. Commissioner Todd Gray, delivered the invocation and Commissioner Kenrick Thomas led the pledge of allegiance.

Chairman Commissioner D. Ray Harrison, Jr. was not present at the time the workshop was brought to order.

Purpose of this Workshop...

Vice Chairman Todd Gray stated that the purpose of this workshop was to discuss a proposed salary plan for County employees. He turned the floor over to County Administrator, Bobby Crosby.

Salaries

Mr. Crosby addressed the Board with opening statements and explanations regarding the proposed 2017 Step Plan Proposal. Today's workshop was for the Board's consideration of the proposed plan. He stated that as directed, he did obtain a price on a salary study which came from Cody & Associates, for \$6,000.00, if we should decide to go that route.

Mr. Crosby stated that Ms. Tammy Moore, Human Resource Manager, has worked diligently on preparing 2017 Step Plan Proposal presented at this workshop.

Mr. Crosby stated that he is not seeking the Boards' approval of the Step Plan at this time. Proposed changes will be included during the budgeting process.

Mr. Crosby also stated that this Step Plan Proposal is directly dealing with the Board of County Commissioner Departments. This plan can be adopted and utilized by the Constitutional Officer Departments as well, although they are independent departments.

There are two other departments that are not included in this plan and they are Fire and EMS. Mr. Crosby explained that he will meet again with Chief Campbell and will bring back at possibly another workshop.

At this time, Mr. Crosby moved forward with a power point presentation reviewing and discussing the 2017 Step Plan Proposal, as follows:

- Salaries to be determined by contract negotiations (*Currently a Contract Position)
 - County Administrator
 - Emergency Operations Chief
 - MIS Director
 - Building Official
- New employees will begin at Step 1 at their starting range

Gilchrist County position Rate and Salary Ranges

Position	Range	Min	Max
Seasonal Park Grounds Worker	4	\$9.42	N/A
On-Call Clerical	4	\$9.42	N/A
Custodian	5	\$9.90	\$14.42
Library Technician	5	\$9.90	\$14.42
Recycling Attendant	5	\$9.90	\$14.42
Staff Assistant I	7	\$10.91	\$15.89
Animal Control Officer	7	\$10.91	\$15.89
General Maintenance/Custodial	7	\$10.91	\$15.89
Grounds Worker	7	\$10.91	\$15.89
Equipment Operator	7	\$10.91	\$15.89
Staff Assistant II	8	\$11.46	\$16.70
Heavy Equipment Operator/ CDL	9	\$12.04	\$17.54
Office Manager	10	\$12.64	\$18.41
Building Maintenance Specialist	10	\$12.64	\$18.41
Shift Supervisor/Foreman	12	\$13.93	\$20.29
Mechanic	13	\$14.63	\$21.31
Veterans Service Officer	13	\$14.63	\$21.31
Executive Administrative Assistant	14	\$15.37	\$22.39
County Librarian	14	\$15.37	\$22.39
Emergency Management Director	15	\$16.13	\$22.39
Park Manager	17	\$36,982.40	\$51,792.00
Animal Control Supervisor	17	\$36,982.40	\$51,792.00
Solid Waste Supervisor	17	\$36,982.40	\$51,792.00
Human Resources Director	17	\$36,982.40	\$51,792.00
Road Supervisor	17	\$36,982.40	\$51,792.00
Building Inspector	18	\$38,854.40	\$56,596.80
MIS Director		<i>Contract</i>	
Building Official		<i>Contract</i>	
EMS Operation Chief		<i>Contract</i>	
County Administrator		<i>Contract</i>	

- Steps will be added for each year of continuous regular* employment with Gilchrist County BOCC

*Policy definition for Regular Employee: **Regular, Full-Time:** The employee is assigned to an established position that is regularly scheduled for an average of more than 30 hours per week. Such employees shall be entitled to full benefits provided by the County. For purposes of this definition, work is defined as actual on the job duty hours and does not include leave time. **Regular, Part-Time:** The employee is assigned to an established position that is scheduled for less than 30 hours per week. Part-time employees are not entitled to any benefits.

Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
1	\$8.15	8.31	8.48	8.65	8.82	9.00	9.18	9.35	9.55	9.74	9.93	10.13	10.34	10.54	10.75	10.97	11.19	11.41	11.64	11.87	
2	\$8.55	8.72	8.90	9.07	9.25	9.44	9.63	9.82	10.02	10.22	10.42	10.63	10.84	11.06	11.28	11.51	11.74	11.97	12.21	12.46	
3	\$8.98	9.16	9.34	9.53	9.72	9.91	10.11	10.32	10.52	10.73	10.95	11.17	11.39	11.62	11.85	12.09	12.33	12.57	12.83	13.08	
4	\$9.42	9.61	9.80	10.00	10.20	10.40	10.61	10.82	11.04	11.26	11.48	11.71	11.95	12.19	12.43	12.68	12.93	13.19	13.45	13.72	
5	\$9.90	10.10	10.30	10.51	10.72	10.93	11.15	11.37	11.60	11.83	12.07	12.31	12.56	12.81	13.06	13.32	13.59	13.86	14.14	14.42	
6	\$10.38	10.59	10.80	11.02	11.24	11.46	11.69	11.92	12.16	12.41	12.65	12.91	13.16	13.43	13.70	13.97	14.25	14.53	14.83	15.12	
7	\$10.91	11.13	11.35	11.58	11.81	12.05	12.29	12.53	12.78	13.04	13.30	13.57	13.84	14.11	14.40	14.68	14.96	15.26	15.58	15.89	
8	\$11.46	11.69	11.92	12.16	12.40	12.65	12.91	13.16	13.43	13.70	13.97	14.25	14.53	14.82	15.12	15.42	15.73	16.05	16.37	16.70	
9	\$12.04	12.28	12.53	12.78	13.03	13.29	13.56	13.83	14.11	14.39	14.68	14.97	15.27	15.58	15.89	16.20	16.53	16.86	17.20	17.54	
10	\$12.64	12.89	13.15	13.41	13.68	13.96	14.23	14.52	14.81	15.11	15.41	15.72	16.03	16.35	16.68	17.01	17.35	17.70	18.05	18.41	
11	\$13.28	13.55	13.82	14.09	14.37	14.66	14.96	15.25	15.56	15.87	16.19	16.51	16.84	17.18	17.52	17.87	18.23	18.60	18.97	19.35	
12	\$13.93	14.21	14.49	14.78	15.08	15.38	15.69	16.00	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.51	19.90	20.29	
13	\$14.63	14.92	15.22	15.53	15.84	16.15	16.48	16.81	17.14	17.48	17.83	18.19	18.55	18.93	19.30	19.69	20.08	20.49	20.90	21.31	
14	\$15.37	15.68	15.99	16.31	16.64	16.97	17.31	17.66	18.01	18.37	18.74	19.11	19.49	19.88	20.28	20.69	21.10	21.52	21.95	22.39	
15	\$16.13	16.45	16.78	17.12	17.46	17.81	18.16	18.53	18.90	19.28	19.66	20.06	20.46	20.87	21.28	21.71	22.14	22.59	23.04	23.50	
16	\$16.94	17.28	17.62	17.98	18.34	18.70	19.08	19.46	19.85	20.24	20.65	21.06	21.48	21.91	22.35	22.80	23.25	23.72	24.19	24.68	
17	\$17.78	18.14	18.50	18.87	19.25	19.63	20.02	20.42	20.83	21.25	21.67	22.11	22.55	23.00	23.46	23.93	24.41	24.90	25.39	25.90	
18	\$18.68	19.05	19.43	19.82	20.22	20.62	21.04	21.46	21.89	22.32	22.77	23.23	23.69	24.16	24.65	25.14	25.64	26.16	26.68	27.21	
19	\$19.61	20.00	20.40	20.81	21.23	21.65	22.08	22.53	22.98	23.44	23.90	24.38	24.87	25.37	25.87	26.39	26.92	27.46	28.01	28.57	
20	\$20.59	21.00	21.42	21.85	22.29	22.73	23.19	23.65	24.12	24.61	25.10	25.60	26.11	26.64	27.17	27.71	28.27	28.83	29.41	30.00	
21	\$21.62	22.05	22.49	22.94	23.40	23.87	24.35	24.83	25.33	25.84	26.35	26.86	27.42	27.97	28.53	29.10	29.68	30.27	30.88	31.50	
22	\$22.71	23.16	23.63	24.10	24.58	25.07	25.58	26.09	26.61	27.14	27.68	28.24	28.80	29.38	29.97	30.56	31.18	31.80	32.44	33.08	
23	\$23.84	24.32	24.80	25.30	25.81	26.32	26.85	27.38	27.93	28.49	29.06	29.64	30.23	30.84	31.46	32.09	32.73	33.38	34.05	34.73	
24	\$25.02	25.52	26.03	26.55	27.08	27.62	28.18	28.74	29.31	29.90	30.50	31.11	31.73	32.37	33.01	33.67	34.35	35.03	35.73	36.45	
25	\$26.28	26.81	27.34	27.89	28.45	29.02	29.60	30.19	30.79	31.41	32.04	32.68	33.33	34.00	34.68	35.37	36.08	36.80	37.53	38.28	
26	\$27.59	28.14	28.70	29.28	29.86	30.46	31.07	31.69	32.33	32.97	33.63	34.30	34.99	35.69	36.40	37.13	37.88	38.63	39.41	40.19	
27	\$28.97	29.55	30.14	30.74	31.36	31.99	32.62	33.28	33.94	34.62	35.31	36.02	36.74	37.48	38.23	38.99	39.77	40.56	41.38	42.20	
28	\$30.41	31.02	31.64	32.27	32.92	33.58	34.25	34.93	35.63	36.34	37.07	37.81	38.57	39.34	40.13	40.93	41.75	42.58	43.43	44.30	
29	\$31.94	32.58	33.23	33.89	34.57	35.26	35.97	36.69	37.42	38.17	38.93	39.71	40.51	41.32	42.14	42.99	43.85	44.72	45.62	46.53	
30	\$33.53	34.20	34.88	35.58	36.29	37.02	37.76	38.52	39.29	40.07	40.87	41.69	42.52	43.37	44.24	45.13	46.03	46.95	47.89	48.85	
31	\$35.21	35.91	36.63	37.37	38.11	38.87	39.65	40.45	41.25	42.08	42.92	43.78	44.65	45.55	46.46	47.39	48.34	49.30	50.29	51.29	
32	\$36.98	37.72	38.47	39.24	40.03	40.83	41.65	42.48	43.33	44.19	45.08	45.98	46.90	47.84	48.79	49.77	50.77	51.78	52.82	53.87	
33	\$38.82	39.60	40.39	41.20	42.02	42.86	43.72	44.59	45.48	46.39	47.32	48.27	49.23	50.22	51.22	52.25	53.29	54.36	55.44	56.55	
34	\$40.75	41.58	42.41	43.25	44.12	45.00	45.90	46.82	47.76	48.71	49.69	50.68	51.69	52.73	53.78	54.86	55.95	57.07	58.22	59.38	
35	\$42.80	43.66	44.53	45.42	46.33	47.25	48.20	49.16	50.15	51.15	52.17	53.22	54.28	55.37	56.47	57.60	58.76	59.93	61.13	62.35	
36	\$44.93	45.83	46.75	47.68	48.63	49.61	50.60	51.61	52.64	53.70	54.77	55.86	56.98	58.12	59.28	60.47	61.68	62.91	64.17	65.45	
37	\$47.15	48.09	49.05	50.04	51.04	52.06	53.10	54.16	55.24	56.35	57.48	58.63	59.80	60.99	62.21	63.46	64.73	66.02	67.34	68.69	

3:16 p.m. Commissioner Harrison has arrived.

- 2% increase each year effective first pay period in October until employee reaches Step 20
- Salary Step will end at employee's 20th year; **An employee will reach their salary cap after the 25th year with the 5% longevity increase**
- Example: Heavy Equipment Operator hired in 2017

Position Range: 9

2017 – Base Rate at hire: \$12.04 / Annual Salary of \$25,043

2036 – Salary Step max in 2036 at \$17.54 per hour and Annual \$36,483

2014 – Capped Salary with 5% Longevity Increase

FINAL Annual Salary: \$38,307 / \$18.41 per hour

- Options to consider? Discontinue current longevity program

Years of Employment	Longevity Amount
5 years	\$500
10 years	\$2,500
15 years	\$3,500

The BOCC has paid \$252,631.87 in longevity Bonus Pay since 2006

Discussion took place on the presentation with thoughts and considerations being addressed. The proposed 2017 Step Plan Proposal will be further considered during the budgeting process.

Adjourn

With there being no further discussion Chairman Harrison adjourned the this workshop at **3:52 p.m.**

***Board of County Commissioners
Gilchrist County, Florida***

Attest:

Approved:

Todd Newton, Clerk of Court

D. Ray Harrison, Jr., Chairman