

STATE OF TEXAS

COUNTY OF COLLIN

COMMISSIONERS' COURT  
MEETING MINUTES  
NOVEMBER 16, 2015

On Monday, November 16, 2015, the Commissioners' Court of Collin County, Texas, met in Regular Session in the Commissioners' Courtroom, Jack Hatchell Collin County Administration Building, 4th Floor, 2300 Bloomdale Road, City of McKinney, Texas, with the following members present, and participating, to wit:

Judge Keith Self

Commissioner Susan Fletcher, Precinct 1

Commissioner Cheryl Williams, Precinct 2

Commissioner Chris Hill, Precinct 3

Commissioner Duncan Webb, Precinct 4

Judge Self led the Invocation.

Commissioner Fletcher led the Pledge of Allegiance.

Commissioner Williams led the Pledge of Allegiance to the Texas Flag.

1. Judge Self called to order the meeting of the Collin County Commissioners' Court at 1:30 p.m. and recessed at 3:25 p.m. The meeting was reconvened at 3:35 p.m. and adjourned at 5:21 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 5:21 p.m. and adjourned the meeting at 5:21 p.m.

President Self called to order the meeting of the Collin County Toll Road Authority at 5:21 p.m. and adjourned the meeting at 5:22 p.m.

**DECISIONS MANDATED BY LEGAL ENTITIES OUTSIDE OF COMMISSIONERS COURT AUTHORITY:**

1. AI-40697 Engagement Letter with Pattillo, Brown & Hill, L.L.P. to perform the Community Supervision & Correction Department annual audit for FY2015, Auditor.

2. AI-40696 Engagement Letter with Pattillo, Brown & Hill, L.L.P. to perform the Juvenile Probation annual audit for FY2015, Auditor.

3. AI-40798 Personnel Appointments, Human Resources.

4. AI-40799 Personnel Changes, Human Resources.

## **FYI NOTIFICATION**

- 1. AI-34688** Outstanding Agenda Items, Commissioners Court.
- 2. AI-40735** Addendum No. 1 to Supplies, OEM Toner Cartridges for Laser and Inkjet Printers (IFB No. 2015-344) to add Attachment A-FY2015 Usage Report, Purchasing.
- 3. AI-40773** Budget amendment in the amount of \$3,000 to conduct in-house Investigative Training utilizing the Sheriff Forfeiture Fund, Sheriff.

## **2. Public Comments.**

Stephen Dunham, Celina, asked the Court to defer or deny the proposal to rename Sunset Boulevard. Mr. Dunham has lived on Sunset Boulevard for 16 years and would like the name to stay as is. Mr. Dunham and other Sunset Boulevard residents who reside within the ETJ (Extraterritorial Jurisdiction), which is outside Celina city limits, received no communication from Celina and were not invited to be a part of the dialogue of renaming the road. He was unaware of the renaming until he received a letter from the County. (Time: 1:35 p.m.)

Todd Free, Juvenile Probation, came forward to comment on comparatio. Mr. Free said the County talks a lot about market movement and performance increases. He sees market movement as new employees or those yet to be hired and performance increases as current employees. This year the PFP (Pay For Performance) was 3% and market movement was 4%. Mr. Free's concern is that new employees who have yet to prove themselves get a larger raise or pay increase over those who are already working for the County. Mr. Free said this sends the wrong signal to employees and asked the Court to not forget that the strong performers are the backbone of the County. (Time: 1:39 p.m.)

Mike Rumfield, Deputy Constable, Precinct 4, stated there has been a level of disappointment in the public safety community of Collin County. This community had hoped the Court would look at the current climate, compensation and/or compression issues as it relates to public safety officers and county peers. The citizens of the County have overwhelmingly stated support and shown actions of support for law enforcement by organizing community events down to simple acts such as baking for officers. Deputy Rumfield said this is the last opportunity in 2015 for the Court to make decisions to prove their statements of support are followed by actions of support for public safety in Collin County. (Time: 1:43 p.m.)

### **3. Presentation/Recognition:**

**a. AI-40771** Collin County was awarded the Exemplary Systems in Government Award, Distinguished Systems – Single Process System Category at the Urban & Regional Information Systems Association (URISA) GIS-Pro Conference in Spokane, WA for the Mobile Line Wait Application, Information Technology.

Tim Nolan, GIS, stated Collin County was one of only two recipients in the world to receive the URISA (Urban & Regional Information Systems Association) Exemplary Systems in Government Award in the Single Process System Category. Collin County received the award for the Mobile Line Wait Application which was used during the last few elections. QR (Quick Response) codes were used in high-volume polling locations to allow voters the option of choosing a different polling location to place their vote. Mr. Nolan presented the award to Judge Self and Caren Skipworth, CIO, on behalf of Sharon Rowe, Elections and the GIS Department. (Time: 1:34 p.m.)

**4. Consent agenda to approve:** Judge Self asked for comments on the consent agenda. Commissioner Webb pulled item 4c4. Commissioner Fletcher pulled item 4g3. Commissioner Hill pulled item 4g7. Judge Self deleted items 4e2b and 4e2f and pulled items 4g5 and 4g6. Hearing no further comments, a motion was made to approve the remainder of the consent agenda. (Time: 1:44 p.m.)

Motion by: Commissioner Chris Hill  
Second by: Commissioner Cheryl Williams  
Vote: 5 - 0 Passed

**a. AI-40738** Disbursements for the period ending November 10, 2015, Auditor.

**COURT ORDER NO. 2015-839-11-16**

#### **b. Award(s):**

**1. AI-40744** Services: Mowing and String/Tree Trimming (IFB No. 2015-268) to EcoCutter, Public Works.

**COURT ORDER NO. 2015-840-11-16**

#### **c. Agreement(s):**

**1. AI-40698** Engagement Letter with Pattillo, Brown & Hill, L.L.P. to perform the annual audit for FY2015, Auditor.

**COURT ORDER NO. 2015-841-11-16**

**2. AI-40741** Interlocal Agreement with Collin County Community College District for access to the Fiber Optic Network, Information Technology.

**COURT ORDER NO. 2015-842-11-16**

3. **AI-40722** Renewal of the Microsoft Enterprise Software Assurance Agreement (EA) (Contract No. 05588-09) for an additional three (3) years through and including November 30, 2018 and further authorize the Purchasing Agent to finalize and execute same, Information Technology.

**COURT ORDER NO. 2015-843-11-16**

4. **AI-40709** Service Provider Agreement with Accelerated Card Company, LLC (dba Certified Payments) for credit card processing for Collin County and further authorize the Purchasing Agent to finalize and execute same, Information Technology.

Commissioner Webb pulled this item to change the agency listed under the Notice provision to be the Purchaser rather than the Collin County Clerk since the contract is not related to the Clerk's office. With no further comments, a motion was made to approve the item with the change made. (Time: 1:44 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-844-11-16**

5. **AI-40753** Interlocal Agreement with the City of Josephine for funding through the 6th Series – 2007 Parks/Open Space Project Funding Assistance Program (Bond Project No. 07PG75) for improvements to Josephine City Park, Special Projects.

**COURT ORDER NO. 2015-845-11-16**

**d. Amendment(s):**

1. **AI-40751** No. 2 to Software: Human Resources (Contract No. 01043-06) with Oracle America, Inc. to add 9.2 tax updates for the 2015 calendar year and further authorize the Purchasing Agent to finalize and execute same, Information Technology.

**COURT ORDER NO. 2015-846-11-16**

2. **No. 2 to the Interlocal Agreement for Collin County to provide EMS Services through American Medical Response (AMR) to extend the contract for one (1) year through and including October 31, 2016 and further authorize the Purchasing Agent to finalize and execute same, Fire Marshal.**

a. **AI-40757** City of Anna for an annual amount of \$135,967.78.

**COURT ORDER NO. 2015-847-11-16**

b. **AI-40758** City of Blue Ridge for an annual amount of \$14,447.93.

**COURT ORDER NO. 2015-848-11-16**

c. **AI-40759** City of Farmersville for an annual amount of \$40,023.21.

**COURT ORDER NO. 2015-849-11-16**

d. **AI-40761** City of Josephine for an annual amount of \$15,776.17.  
**COURT ORDER NO. 2015-850-11-16**

e. **AI-40762** City of Lowry Crossing for an annual amount of \$23,189.88.  
**COURT ORDER NO. 2015-851-11-16**

f. **AI-40763** City of Melissa for an annual amount of \$93,938.66.  
**COURT ORDER NO. 2015-852-11-16**

g. **AI-40764** City of Nevada for an annual amount of \$12,591.11.  
**COURT ORDER NO. 2015-853-11-16**

h. **AI-40765** City of Princeton for an annual amount of \$105,242.20.  
**COURT ORDER NO. 2015-854-11-16**

i. **AI-40766** City of Weston for an annual amount of \$4,499.73  
**COURT ORDER NO. 2015-855-11-16**

**e. Receive and File, Auditor:**

1. **AI-40725** Investment Report (2nd Quarter FY2015).  
**COURT ORDER NO. 2015-856-11-16**

**2. Final Audit Result(s):**

a. **AI-40786** Sheriff's Convicted Offender Reentry Effort (SCORE) Program FY2014.  
**COURT ORDER NO. 2015-857-11-16**

b. **AI-40784** Justice of the Peace, Precinct 3-2 (1st, 2nd & 3rd Quarter FY2014).  
**HELD**

c. **AI-40785** Constable, Precinct 1 (2nd & 3rd Quarter FY2014).  
**COURT ORDER NO. 2015-858-11-16**

d. **AI-40776** Constable, Precinct 4 (2nd & 3rd Quarter FY2014).  
**COURT ORDER NO. 2015-859-11-16**

e. **AI-40780** Engineering (2nd & 3rd Quarter FY2014).  
**COURT ORDER NO. 2015-860-11-16**

f. **AI-40777** County Clerk (3rd & 4th Quarter FY2014).  
**HELD**

g. **AI-40779** Elections (3rd & 4th Quarter FY2014).  
**COURT ORDER NO. 2015-861-11-16**

h. **AI-40781** Fire Marshal (3rd & 4th Quarter FY2014).

**COURT ORDER NO. 2015-862-11-16**

i. **AI-40782** Justice of the Peace, Precinct 2 (3rd & 4th Quarter FY2014).

**COURT ORDER NO. 2015-863-11-16**

j. **AI-40787** Justice of the Peace 3-1 (3rd & 4th Quarter FY2014).

**COURT ORDER NO. 2015-864-11-16**

k. **AI-40778** Community Supervision & Corrections Department (4th Quarter FY2014).

**COURT ORDER NO. 2015-865-11-16**

l. **AI-40783** Justice of the Peace, Precinct 2 (1st Quarter FY2015) and Change of Office.

**COURT ORDER NO. 2015-866-11-16**

**f. Filing of the Minute(s), County Clerk:**

1. **AI-40769** October 26, 2015.

**COURT ORDER NO. 2015-867-11-16**

**g. Miscellaneous**

1. **AI-40712** Re-designation of County Road 83 extending to the east of Celina City limit (from South Preston Rd) to E Ownsby Pkwy with no rural address updates to preserve the consistency of 9-1-1 addressing with the City of Celina, GIS/Rural Addressing.

**COURT ORDER NO. 2015-868-11-16**

2. **AI-40713** Re-designation of County Road 88 to Choate Pkwy (from S Preston Rd to FM 2478) with associated address updates to preserve the consistency of 9-1-1 addressing with the City of Celina, GIS/Rural Addressing.

**COURT ORDER NO. 2015-869-11-16**

3. **AI-40714** Re-designation of E Sunset Blvd to E Carl Darnall Pkwy (from S Preston Rd to County Road 90) with associated address updates to preserve the consistency of 9-1-1 addressing with the City of Celina, GIS/Rural Addressing.

Commissioner Fletcher said the City of Celina has appointed a historical committee to consider the renaming of certain streets in advance of development on Celina's thoroughfare plan. The City Council passed the renaming of the streets in May 2015 and would like the Court to approve the renaming of the streets to extend into the County. The new street names will take effect January 1, 2016. The Commissioner pulled the item because there are 20 plus County residents living on Sunset Boulevard which is already a named street. The other two streets are currently unnamed as they are county roads. Because Sunset Boulevard is a named street in the Celina ETJ and because it affects so many people the Commissioner recommended the Court divert from policy setting this aside until the City annexes and renames the road.

Tim Nolan, GIS, explained the policy Commissioner Fletcher referred to. For emergency response purposes, if a city passes an ordinance naming a road, Collin County will use the same road name throughout the termination of the road. Mr. Nolan recommended sticking with the policy. Commissioner Webb asked if there have been any emergency response issues with having a street that has two different names. Mr. Nolan stated the fire department or emergency responders in Celina would have to be contacted to determine if there has been an issue. Judge Self said the County does have instances where one road has two names when it changes city limits. Instead of city to city this is city to county. Commissioner Williams added the difference here would be that this would involve one emergency responder agency where a city to city change would involve two responder agencies. The Commissioner asked how the 9-1-1 response will be impacted and how they will differentiate when there is the same provider. Mr. Nolan does not believe there will be conflict. The proper provider will make it to the location regardless of the name of the road.

Commissioner Webb stated he is concerned with cities renaming streets and not giving notice to residents. There needs to be a better mechanism in place for cities when it affects their ETJ. He is also concerned that this exception will be used from this point forward throughout the County; therefore, the policy may need to be reassessed. Commissioner Williams believes consistency is valuable and it is ultimately the city's decision. The Commissioner would not like to revisit the policy at this stage. Commissioner Hill agreed with Commissioner Webb's concern of the residents outside the city limits not having a voice with the City or the County if the Court follows the policy to adopt the name.

The Court would like the cities to communicate with the people in the ETJ for these types of discussions. Mr. Nolan said he will make the suggestion to cities to include those in the ETJ in discussions and/or hearings. With no further discussion, the item was tabled indefinitely. When Celina annexes, the authority will be theirs to rename the roads. (Time: 1:58 p.m.)

#### **NO ACTION TAKEN**

**4. AI-40664** Exemption from the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and further authorize the Human Resources Director to submit proper notice to authorities, Human Resources.

#### **COURT ORDER NO. 2015-870-11-16**

**5. AI-40653** Adoption of the updated IT Cell Phone Policy, Information Technology.

Judge Self said he does not like the general terms of the personal use portion of the policy: *Employees who have entered into a payroll deduction agreement will be permitted to use their assigned cellular telephone for personal use in a fair and reasonable manner. The elected official or department head will define fair and reasonable usage.* The Judge said this means there is no policy on personal use and asked if that is the intent of IT. Caren Skipworth, CIO, stated the cell phone policy agreements were originally developed by a committee.

The agreement was if an employee paid a certain amount toward the cellular phone, then the employee would have fair and reasonable use of the phone. It was not defined past that point so this section never changed. Ms. Skipworth said there has been no issues with fair and reasonable use. A motion was made to approve the item.

Following the motion, Commissioner Hill asked if an elected official or department head defined fair and reasonable use as no personal usage, would the employee be required to continue to contribute to the phone. Ms. Skipworth said the intent with the elected official or department head defining fair and reasonable use is for when an employee, who had been identified as needing to have a county cell phone, is paying for fair and reasonable use and is using the phone for personal use in excess of what is fair and reasonable. At this time IT is not aware of any elected official or department head not allowing use by an employee who makes a payroll deduction for a phone. If IT sees there is an abuse of use by the employee, IT can send the usage statement to the elected official or department head for review. Or if the elected official or department head sees abuse, they can request the statement to review. In order to protect the employee who pays for usage from being denied use, Commissioner Webb suggested adding a sentence to the policy saying "if an employee pays for personal use, they are guaranteed a certain amount of personal usage". Ms. Skipworth said she would make the addition and put the item on the next agenda for approval. With no further discussion, the item was held. (Time: 2:08 p.m.)

**HELD**

**6. AI-40775** Correct rainwater channel on CR 595, Public Works. simple correction.

Judge Self asked if this is a simple correction to the rainwater channel on CR 595 or will this be a major fix for the future. Jon Kleinheksel, Public Works, confirmed this will be a simple correction. With no further discussion, a motion was made to approve the item. (Time: 2:09 p.m.)

Motion by: Judge Keith Self

Second by: Commissioner Cheryl Williams

Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-871-11-16**

**7. AI-40726** Reallocation of 4th Series - 2007 Parks/Open Space Project Funds to rock one soccer field for additional overflow parking, Special Projects.

Commissioner Hill pulled this item to discuss the decision to create a parking lot on the back portion of the park far away from the event buildings and asked for more information on how the lot would be used. Judy Florence, Myers Park, stated the field is not typically used as event space but is used for event parking for 5K runs and cross country meets as well as overflow parking for events like Vintage Market Days. For those types of events, a bus or trolley system is used to shuttle visitors to the front of the park.



Commissioner Williams asked what makes gravel a better choice than the grass that is there. Ms. Florence said parking can occur on this location if the field is dry. If the field is wet from rain, vehicles will get stuck. If this field is unavailable due to moisture, there is nowhere to park the overflow visitors. The rock will allow parking in this location during rainy days.

Commissioner Hill asked if the County will be spending money to support public events or spending money to support private events where promoters charge admission and parking fees. Ms. Florence said the policy can state parking fees are not allowed to be charged.

Discussion followed on the location of the parking lot. The location was chosen because there is an asphalt road adjacent to the field which is used to get visitors in and out of the park. If the lot was moved out to the next field, a path would have to be rocked from the gate to the lot. Because the rock is not permanent it can be removed in the future as the park evolves. Jon Kleinheksel, Public Works, said the rock will be a flex based material that will be rolled in and compacted. The parking lot will be six inches thick of compacted gravel which will cost approximately \$38,000. With no further discussion, a motion was made to approve the item. (Time: 2:18 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 1 Passed  
Nay: Commissioner Chris Hill

**COURT ORDER NO. 2015-872-11-16**

**8. AI-40800** Personnel Appointments, Human Resources.

**COURT ORDER NO. 2015-873-11-16**

**a. AI-40816** Elections Administrator.

**COURT ORDER NO. 2015-874-11-16**

**9. AI-40801** Personnel Changes, Human Resources.

**COURT ORDER NO. 2015-875-11-16**

## **GENERAL DISCUSSION**

**5. AI-40790 Public Hearing** - Consideration and any action for the issuance of a "Mass Gathering" permit for the Color Fun Fest 5K on December 5, 2015 at Myers Park & Event Center in accordance to Health and Safety Code Chapter 751, Special Projects.

Judy Florence, Myers Park, came forward to request the consideration and issuance of a "Mass Gathering" permit for the Color Fun Fest 5K on December 5, 2015. Ms. Florence said the Color Fun Fest is requesting a change of date due to being rained out on both prior dates. Judge Self opened the public hearing at 2:19 p.m. and asked for public comments. Hearing none, the public hearing was closed and a motion was made to approve the item. (Time: 2:20 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Duncan Webb

Vote: 5 – 0 Passed

### **COURT ORDER NO. 2015-876-11-16**

**6. AI-40736** Use of Open Space Bond funds for Myers Park improvements, Special Projects.

Judy Florence, Myers Park, said during the FY2016 Budget Workshop, two PIPs (Permanent Improvements Projects) were presented to Commissioners for consideration. As part of the discussion, the question was raised as to whether or not these two items could be funded through Parks and Open Space Bond Funds. It has been confirmed Open Space Bond Funds can be used for the improvements.

Commissioner Hill questioned whether the system can handle the additional 80 outlets. Bill Burke, Construction and Projects, stated there will still be problems with tripping but the additional 80 outlets will allow the load to be disbursed. Mr. Burke explained the new system is a much safer alternative than the old system where individuals could reset their own breakers. The breakers of the new system are housed in locked boxes where an employee has the only access to reset them. Ms. Florence was asked if there is a policy on how many items each vendor can plug in. Ms. Florence said she would add this to the event contracts. With no further discussion, a motion was made to approve the item. (Time: 2:25 p.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 4 – 1 Passed

Nay: Commissioner Chris Hill

### **COURT ORDER NO. 2015-877-11-16**

## **7. FY 2016 Reclassifications, Human Resources.**

Court discussion on the FY2016 Reclassifications took place as follows:

Requisition numbers 21, 22 and 24 were the first to be discussed. Requisition number 23 was taken off the table. Shane Williams, Constable, Precinct 1, and Joe Wright, Constable, Precinct 4, both requested a Deputy Constable, Grade 555, be reclassified to a Chief Deputy Constable, Grade 570. Sammy Knapp, Constable, Precinct 3, requested the reclassification of a Deputy Constable, Grade 555, to a Deputy Constable II, Grade 556. The Constables presented a PowerPoint presentation to justify the requests. Currently these Deputy Constables in Precincts 1 and 4 are in the role of Chief Deputy Constable but are uncompensated for the role. Constable Wright stated the Chief Deputy has a greater responsibility as the “right-hand man” of the Constable. This Deputy assists with the coordination of training for TCOLE (Texas Commission on Law Enforcement), manages the property and evidence room and acts as a buffer between the line officers and the Constable.

There was discussion on the number of supervisors to line officers within the offices. Precinct 1 and Precinct 4 have five Deputies plus reserve officers and Precinct 3 has nine Deputies. Precincts 1 and 4 each have one Chief Deputy Constable, one line supervisor and three Deputy Constables which creates a steep pyramid in those offices. Precinct 3 does house the only compensated Chief Deputy Constable who serves all four Precincts and is a source for the Sheriff's Office and other nearby agencies. The line supervisors are also needed to lead the office when the Constable or Chief Deputies are unavailable.

Commissioner Fletcher understands the steep pyramid but does believe the Constables need Chief Deputies to oversee some of the operations. Commissioner Hill suggested Deputy Constable II positions, Grade 556, instead of the Chief Deputy Constables, Grade 570 for Precincts 1 and 4. This would give a Sergeant in the Precincts to provide chain of command. Commissioner Webb agreed with Commissioner Hill and is willing to put someone in directly under the Constable in those two Precincts but not one in Precinct 3. Judge Self appreciated the Constables speaking for their officers, but HR (Human Resources) has said the positions are classified according to the duties performed. (Time: 2:55 p.m.)

Requisition number 25 was the next to be discussed. Commissioner Fletcher shared a PowerPoint presentation on the role of Deputy Constables in the State of Texas as well as how compensation of Collin County Constables compares to other counties. The Commissioner said the Deputy Constable position was downgraded in 2013 from Grade 556 to 555 representing a 7% deduction. This made the position the only licensed non-corrections law enforcement position in Collin County to be at less than the 556 pay grade. She has a problem with the pay grade which values senior sworn deputies the same as unlicensed recruits. Out of 22 licensed Deputy Constables in Collin County, seven are advanced peace officers and nine are master peace officers.

The counties Collin County uses to compare salary evaluations pay their Deputy Constables the same as they pay their Deputy Sheriffs. The Court needs to look into raising the pay for the Deputy Constables to match that. Commissioner Fletcher feels there is no fundamental data to continue to support the discrepancy between a Deputy Sheriff's and a Deputy Constable's compensation. Commissioner Williams stated a Deputy Constable does not do the same job as a Deputy Sheriff in Collin County. HR has looked closely at the job duties of the Deputy Constable and has determined the position is compensated according to the duties performed.

Commissioner Hill asked if the other counties pay the two positions the same, why is that not reflected in Collin County's salary benchmark. Cynthia Jacobson, Human Resources, said the compensation for the Deputy Sheriffs is compared to Deputy Sheriffs as well as city Police Officers and paid appropriately in those ranges. Constable positions are compared to Constable positions and are paid appropriately for the range. Job surveys are done job match to job match. Judge Self said he does not want to overturn the way the County decides on salary, at least not before the next budget cycle as this would be a major policy change. Commissioner Fletcher made a motion to adopt requisition 25 to change the pay grade of Deputy Constables from 555 to 556. Hearing no second, the motion did not carry. (Time: 3:11 p.m.)

The next requisition discussed, number 26, was the reclassification of a Legal Clerk I, Grade 531, to a Legal Clerk II, Grade 532 in the Constable Precinct 4 office. Constable Wright explained the request was to change the vacant Legal Clerk I position into a Legal Clerk II position which would create the opportunity for a Legal Clerk I to advance. There was a brief discussion on this item being a pay grade extension request rather than a reclassification. Hearing no motion, the request was not approved. (Time: 3:15 p.m.)

Requisition number 27 was to reclassify the Communications Specialist, Grade 535, to a Network Support Specialist, Grade 536 in the IT Department. Caren Skipworth, CIO, stated the request is due to fast changing technology. The Communications Specialist was a job duty from 1999-2003 with the analog roam system which the County no longer uses. The person in this position is performing the same job duties as the other Network Support Specialists in maintaining all the devices on the County's network. There was a brief discussion on the ongoing changes in technology which has required the blending of positions. (Time: 3:24 p.m.)

Judge Self recessed the meeting at 3:25 p.m. and reconvened the meeting at 3:35 p.m.

The next requisition was number 28 also in the IT Department. The request is to reclassify two IT Analysts, Grade 538, to Project Managers. Ms. Skipworth stated since 2005 IT has managed at least 100 projects a year. The two individuals in the IT Analyst position manage IT projects on a full-time basis performing the duty of Project Managers. Because the IT Project Manager position does not exist on the pay scale, HR will have to work with IT to develop a pay grade range. The IT Analyst position is very close to being an exempt position because there is only the pay grade 539 above it. Discussion followed on what range would be appropriate for the Project Manager position. (Time: 3:45 p.m.)

The next discussion was requisition number 29 for Public Works which was the reclassification of the pay grade for a Truck Driver from 532 to 533. Ms. Jacobson said truck drivers in the private sector are what HR considers to be a hot job in the market. The question to the Court is if they would like to create, on a temporary basis, a hiring bonus situation given the difficulty in hiring truck drivers. This would be in place of raising the wages with the fluid position. Currently the Public Works Department does not have a shortage of applicants. After a brief discussion, it was decided to bring this item back to Court if the department runs into a hiring issue. (Time: 3:49 p.m.)

Requisition numbers 30 and 31 were the next to be discussed. Requisition 30 was for the reclassification of a Sergeant (Patrol), Grade 557, to a Sergeant (Patrol), Grade 558 in the Sheriff's Office. Requisition 31 was for the reclassification of a Dispatcher, Grade 550, to a Dispatcher, Grade 551. Terry Box, Sheriff, stated HR asked for these positions to be adjusted to a higher position as they were out of line regarding salary. Ms. Jacobson said the recommendation for the reclassification of the Sergeant (Patrol) was due to the position being at the edge of moving to the next grade level. The reclassification of the Dispatcher position was due to the complexity of the position. (Time: 3:54 p.m.)

#### **Items Human Resources Does Not Recommend:**

Requisition number 11 was the first to be discussed. Judge Paul Raleeh, Justice of the Peace, Precinct 1, requested the reclassification of the JP Court Administrator position, Grade 536, to Court Administrator position, Grade 518. Judge Raleeh would like someone to analyze the position and determine where it falls on the compensation scale. He believes the position should fall at a level above the County and District Court Administrators. It was determined that this discussion would be best decided during the next budget process, therefore, no motion was made. (Time: 3:59 p.m.)

The next discussion was on Requisition numbers 12 and 13. Requisition 12 was the reclassification of the Legal Clerk II, Grade 532, to Deputy Clerk II, Grade 533 in the JP offices. Requisition 13 was the reclassification of the Legal Clerk I, Grade 531, to Deputy Clerk II, Grade 533 in the JP offices. Judge Chuck Ruckel, Justice of the Peace, Precinct 3-1, stated the jobs are morphing and are completely different than what they once were.

Judge Ruckel would like someone to evaluate the positions. He feels that the findings will show the clerks do much more than their job description calls for. All the clerks must be cross trained to fill in when needed for the offices to run smoothly. Ms. Jacobson stated HR did job-sit the Clerk I position and compared it with cities that have municipalities and counties. As for the Clerk II position it was created to have that employee be next in line for the JP Court Coordinator position. From a market standpoint the positions are compensated appropriately. There was no motion for requisitions 12 and 13. (Time: 4:03 p.m.)

Requisition 14 was for the reclassification of the Equipment Operator, Grade 533, to an Inspector (Utilities Coordinator), Grade 536. Ms. Jacobson said HR has recommended this request be submitted during the budget process because there is concern with giving up the Equipment Operator position. Jon Kleinheksel, Public Works, said he is willing to give up an Equipment Operator for an Inspector because the job has evolved into a larger job. Mr. Kleinheksel believes his department can do without the one Equipment Operator position. Public Works currently has one Inspector under the maintenance section. This Inspector would be under the projects section. (Time: 4:07 p.m.)

Requisitions 6 and 7 were next. Andrea Thompson, District Clerk, requested six Deputy District Clerk I positions, Grade 532, be reclassified to Deputy District Clerk II positions, Grade 533. Stacey Kemp, County Clerk, requested seven Deputy Clerk I positions, Grade 532, be reclassified to Deputy Clerk II positions, Grade 533. The positions are located at the front counter of the criminal and civil sections for both offices. The reclassification would maximize office productivity by allowing all the clerks to do the same work. Transformational changes have occurred in both offices over the last several years with the Odyssey system as well as mandatory electronic filing and queuing systems. Reclassifying these positions would allow the Clerk I to issue citations or take action on an order rather than having to get up and find a Clerk II to take action. Many of the other counties Collin County compares to have already made this shift in having one classification of clerks.

Ms. Jacobson said HR did job-sit with both groups and two positions were recommended. There were nine requests in the County Clerk's office and six in the District Clerk's office. The District Clerk has 48 at the Clerk II level and the County Clerk has 44 overall at the Clerk II level. HR did not see it appropriate to move the front counter individuals to Clerk II positions. The County Clerk has had process changes, therefore, two Clerk I positions were recommended to be reclassified to Clerk II positions. The front counter positions can do some upper level work even though they are still at a Clerk I position. The County Clerk does do this with her front counter employees. In the District Clerk's office a Clerk I performs only Clerk I duties. Almost every job in the County will be doing the job of some other position. What HR looks at is if 20% of the work load is being performed at a higher level than the employee's position.

Commissioner Williams said there comes a point when it is not appropriate to cross train people, asking them to take on duties of higher paid positions. HR needs to give direction on how to document these situations in order to look at the data and feel comfortable with the documentation.

There was concern with not having entry level positions left in the offices. Ms. Thompson confirmed there will still be entry level positions in both offices. Ms. Kemp said when doing county comparisons, Dallas County has Clerk I positions doing one task all day long. The clerks in Collin County are doing multiple tasks all day. It was also found that the ratio of clerks per court in Collin County is lower than all the surrounding counties. Ms. Thompson added one goal would be to put the clerks on a rotation schedule. With a rotation the least seasoned clerks could start in the back of the office, rather than the front counter, to receive longer training before they are put at the front to interact with the public which can be the most high pressure situations. This could be done if the Clerk I positions were reclassified to Clerk II positions.

Commissioner Williams would like solutions explored to address this issue which would allow the elected officials across the County to more efficiently use the staff they have. This is a trouble spot in which the County needs additional work. Judge Self would also like to study this issue across the board. No motion was made for requisitions 6 and 7. (Time: 4:31 p.m.)

At this time Ms. Thompson, who has served as District Clerk for four years, made the announcement that she was tendering her resignation in order to pursue running for Judge of the 416th District Court. She said it has been an honor to serve Collin County in this capacity and thanked the Commissioners' Court for their leadership, the department heads for their exceptional work and her team for their hard work and dedication to the County. (Time: 4:33 p.m.)

The next requisition was number 5. Ms. Kemp requested the reclassification of a Legal Clerk I, Grade 531, to a Deputy Clerk II, Grade 533. The Legal Clerk I is in Arraignments working closely with the Sheriff's Office and one on one with defendants. The clerk travels back and forth from the jail to the courthouse. This clerk is responsible for reviewing and determining the different types of warrants on which defendants are arrested, having strong knowledge of the legal requirements related to indigent defense, knowing statutes governing misdemeanors and felonies and knowing the conditions set by the defendant's bond. Ms. Jacobson stated the job was surveyed and determined to be in line with market compensation. Ms. Kemp believes she can prove this out and will present the data during the budget process. (Time: 4:37 p.m.)

For requisition number 16, Sheriff Box requested the reclassification of two Tech II positions, Grade 531, to Criminal Justice Information Specialists, Grade 532. The employees in the Tech II positions currently scan all the arrest and offense reports to film. These are the only two positions in the area that are not classified the same. There are fourteen other clerks who work three shifts: days, afternoons and deep nights. They confirm all warrants and type all reports. The two techs spend more than 20% of their time filling in for the clerks for PTO (Paid Time Off). Sheriff Box said it would be better to have the pool of sixteen people doing the same job.

HR did observe the two positions but at that time they were not doing the work of the other clerks so the reclassification was not recommended. The Sheriff stated the reclassification would cost an additional \$2,275 for each per year. A motion was made to approve the reclassification of two Tech II positions, Grade 531, to Criminal Justice Information Specialists, Grade 532. (Time: 4:43 p.m.)

Motion by: Commissioner Susan Fletcher  
Second by: Commissioner Cheryl Williams  
Vote: 2 – 2 Failed  
Absent: Commissioner Chris Hill

Requisition 17 was the next to be discussed. Sheriff Box requested the reclassification of a Public Service Officer, Grade 532, to a Public Service Officer, Grade 534. The job description of this position has significantly increased becoming more complex. This position oversees all the computer installation in the vehicles, makes sure all new vehicles are equipped properly, performs all preparation for radio repair, et cetera. The cost for this reclassification would be \$5,438 per year. Ms. Jacobson stated HR did job-sit the position and has determined it is appropriately compensated. There was a brief discussion on the experience required for the entry level position. No motion was made to approve requisition 17. (Time: 4:48 p.m.)

Judge Self asked for discussion or a motion on requisitions 18, 19 and 20 for the Tax Assessor's office. There was no discussion and no motion was made. (Time: 4:49 p.m.)

Judge Self asked for discussion or a motion on requisition 8 for Developmental Services. There was no discussion and no motion was made. (Time: 4:49 p.m.)

Judge Self asked for discussion or a motion on requisition 9 for Healthcare Services. There was no discussion and no motion was made. (Time: 4:50 p.m.)

The next requisition discussed was number 10. The Fire Marshal requested the reclassification of the Arson Investigator, Grade 557, and Nuisance Abatement Officer, Grade 556, consolidated into a Deputy Fire Marshal, Grade 557. Ms. Jacobson stated the request is for the employees to be able to do both jobs because there are only three employees in this office. Bill Bilyeu, County Administrator, explained in order to work in the Fire Marshal's office an individual must be a certified peace officer as well as a certified arson investigator.



The Fire Marshal uses the Deputies interchangeably rotating calls. Commissioner Williams is supportive of the reclassification to utilize the small number of employees efficiently. Commissioner Webb was supportive of the Arson Investigator moving up to a Deputy Fire Marshal but had pause with the Nuisance and Abatement Officer moving up. The Commissioner still wants to have the lower entry level so that those employees can aspire to move up to the higher level. Mr. Bilyeu reiterated in order to wear a badge and carry a gun the person must be a certified Arson Investigator to work in the Fire Marshal's office. Judge Self stated the issue here is the pay grade level and the 557 pay grade seems to be above what the market would bear.

Ms. Jacobson said the Fire Marshal is fine with where his Arson Investigator is compensated. He wants to move the Nuisance and Abatement Officer so there are not two job titles. The Nuisance and Abatement Officer pay grade is lower which was comparable to Dallas County. If the Court moves the positions to the same level, the Fire Marshal will retitle the positions to be Deputy Fire Marshals. (Time: 4:57 p.m.)

**Items Human Resources Recommends:**

Requisitions 32 through 50 of the FY2016 Reclassifications were recommend by HR. The reclassification of the Court Coordinators for the District Courts will occur when Department of Labor rules are released. (Time: 4:58 p.m.)

The Court vote on FY2016 Reclassifications were as follows:

**a. AI-40467 Human Resources, Recommended**

A motion was made to approve reclassification of requisitions 32 through 50.

Motion by: Commissioner Cheryl Williams

Second by: Commissioner Duncan Webb

Vote: 4 – 0 Passed

Absent: Commissioner Chris Hill

**COURT ORDER NO. 2015-878-11-16**

**b. AI-40841 Deputy Constable position (Grade 555) to Deputy Constable II position (Grade 556), Constable Precinct 1.**

A motion was made to approve the reclassification of one Deputy Constable, Grade 555, to a Deputy Constable II, Grade 556, in Precinct 1.

Motion by: Commissioner Chris Hill

Second by: Commissioner Duncan Webb

Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-879-11-16**

c. **AI-40842** Deputy Constable position (Grade 555) to Deputy Constable II position (Grade 556), Constable Precinct 4.

A motion was made to approve the reclassification of one Deputy Constable, Grade 555, to a Deputy Constable II, Grade 556, in Precinct 4.

Motion by: Commissioner Chris Hill  
Second by: Commissioner Duncan Webb  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-880-11-16**

d. **AI-40843** Communications Specialist positions (Grade 535) to Network Support Specialist (Grade 536), Information Technology.

A motion was made to approve the reclassification of the Communications Specialist, Grade 535, to a Network Support Specialist, Grade 536.

Motion by: Commissioner Susan Fletcher  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-881-11-16**

e. **AI-40844** IT Analyst positions (Grade 538) to Project Manager (Grade 516).

A motion was made to approve the reclassification of the IT Analysts, Grade 536, to Project Managers, Grade 516.

Motion by: Commissioner Cheryl Williams  
Second by: Commissioner Susan Fletcher  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-882-11-16**

f. **AI-40845** Sergeant (Patrol) (Grade 557) to Sergeant (Patrol) (Grade 558).

A motion was made to approve the reclassification of the pay grade for Sergeant (Patrol) from 557 to 558.

Motion by: Judge Keith Self  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-883-11-16**

**g. AI-40846** Dispatcher (Grade 550) to Dispatcher (Grade 551), Sheriff's Office.

A motion was made to approve the reclassification of the pay grade for Dispatcher from 550 to 551.

Motion by: Judge Keith Self  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-884-11-16**

**h. AI-40847** Arson Investigator and Nuisance Abatement position (Grade 556/557) to Deputy Fire Marshal (Grade 557), Fire Marshal's Office.

A motion was made to approve the reclassification of the Arson Investigator, Grade 557, and the Nuisance Abatement Officer, Grade 556, consolidated to Deputy Fire Marshal positions, Grade 557.

Motion by: Commissioner Cheryl Williams  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 0 Passed  
Absent: Commissioner Chris Hill

**COURT ORDER NO. 2015-885-11-16**

**i. AI-40848** Equipment Operator position (Grade 533) to Inspector (Utilities Coordinator) (Grade 536), Public Works.

A motion was made to approve the reclassification of the Equipment Operator, Grade 533, to an Inspector (Utilities Coordinator), Grade 536.

Motion by: Commissioner Susan Fletcher  
Second by: Commissioner Duncan Webb  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2015-886-11-16**

**8. AI-40586** FY 2016 salary adjustments based on comparatio analysis, Human Resources.

Cynthia Jacobson, Human Resources, stated comparatio calculations were redone. There were 1,444 individuals on PFP (Pay for Performance) in 2013 which was the base year used for comparatio. Of those, 39% or 568 individuals were on the original comparatio analysis. In 2013, 91 individuals were adjusted. In 2014 there were 214 individuals adjusted leaving 165 remaining. The difference in the original number of individuals and the total has been adjusted to 96. The 96 represent those who have been terminated and two of which the elected official or department head said not to award the adjustment. All the individuals on the 2013 list will be completed with the Court's approval of the comparatio list included in the court packet. The list does not include low performers. With no further discussion, a motion was made to approve the item. (Time: 5:00 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 0 Passed  
Absent: Commissioner Chris Hill

**COURT ORDER NO. 2015-887-11-16**

**9. Board/Committee Appointments, Commissioners Court:**

**a. AI-40756** Collin County Central Appraisal District Board of Directors.

A motion was made to split the Court's votes equally among the four incumbents: Ronald Carlisle, Wayne Mayo, Michael A. Pirek and Gary Rodenbaugh. (Time: 5:03 p.m.)

Motion by: Commissioner Cheryl Williams  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 0 Passed  
Absent: Commissioner Chris Hill

**COURT ORDER NO. 2015-888-11-16**

**10. AI-36908** TAPS update, Commissioner, Precinct 3.

Commissioner Hill stated the TAPS (Texoma Area Paratransit System) Board met on Friday, November 13, 2015, to finalize cuts in service operations to reduce expenses. However, on Thursday the state's HHSC (Health and Human Services Commission) made a surprise visit to the TAPS office in Sherman announcing they were pulling the Medicaid contract. They also confirmed that there is an ongoing criminal investigation regarding the former TAPS CEO on allegations of Medicaid fraud. HHSC did pay their last contract installment of \$443,000. Following the announcement by HHSC, TxDOT (Texas Department of Transportation) announced that no reimbursement requests would be processed until further notice.

The FTA (Federal Transportation Administration) had already announced they would not process any reimbursement requests until back taxes are paid to the IRS (Internal Revenue Service). Late Thursday, NCTCOG (North Central Texas Council of Governments) announced they were not going to cut TAPS off from funding but would be applying a greater deal of scrutiny to every application submitted by TAPS staff.

On Friday, Landmark Bank, the bank TAPS uses, seized \$455,000 out of the TAPS account leaving approximately \$20,000 remaining. This was done under a provision of the TAPS loan stating the bank can immediately demand payment of the outstanding loan at any time. The seizure did not satisfy the loan. The Board is under the impression that any further funds coming into the account will be pulled by the bank.

Because of those events the focus of the Board meeting was to decide if service should be suspended indefinitely effective immediately or move service to medical only trips. There was a 9 – 2 vote made to reduce service to medical only trips. Commissioner Hill voted against the motion indicating his belief TAPS is finished. The Commissioner believes TAPS will be finished by the next Board meeting.

There was a liability premium due on November 16, 2015 for \$60,000. Due to the withdrawal of funds by the bank that liability payment could not be made; therefore, the liability insurance on the vehicles will lapse in ten days. At that point the vehicles cannot run. Commissioner Hill said he will be reaching out to the customer cities to let them know the vote to reduce to medical only did not include customer cities, but time is limited and services will be cancelled anyway. (Time: 4:14 p.m.)

#### **NO ACTION TAKEN**

#### **11. AI-33858 RTC monthly update, Commissioner, Precinct 4.**

Commissioner Webb referenced the four categories for Comprehensive Corridor Evaluation which are the CapMain project, Reconstruction/widening of existing corridor, new location corridor and illustrative project for future evaluation. These were discussed at the RTC (Regional Transportation Council) Workshop. Other than the Outer Loop and a small section of US 75 north of the Outer Loop, there is very little that will be expanded in the next 25 years that will not be toll roads. Commissioner Williams explained they will make assessments of pavement quality and the current infrastructure rather than immediately going to reconstruction. There are plans for state highways but this was not presented during the workshop. There was discussion about using the shoulder on US 75 and turning it into a fifth lane during rush hour which would increase capacity by 20% or using it as an emergency lane. This will require federal approval.

Commissioner Webb explained the Mobility 2040 Funding Estimate is \$108 billion over the next 25 years for the entire region. When split 66% for the east and 34% for the west that number drops to approximately \$68 billion for the east over the next 25 years. There was a brief conversation regarding Prop 1 and Prop 7 funds.

The Commissioner said COG (Council of Governments) is proposing regional "Policy Bundles" to tie funding incentives to a policy bundle. Cities, counties, transportation authorities and other partners could choose from a list of specific policies in the bundle to meet an incentive requirement. This would help take more appropriate actions for congestion mitigation and air quality. The council is trying to find creative ways to get governments to reduce emissions. Both Commissioner Williams and Commissioner Webb feel this will move forward.

There are currently ten counties that may extend the ozone season by one month from March 1st to November 30th. Commissioner Williams said they are finding in some of the counties that much of the ozone or pollution they are experiencing is not being generated in their county. Commissioner Webb said Denton County has the highest levels and none of it is being generated in Denton County. There is no mitigation for that at the federal level whether or not it is generated in your county.

Lastly, Plano won an award for their Partner of the Year program and Prop 1 allocations for 2017 went down from \$264 million to \$131 million which is just over 50%. (Time: 5:20 p.m.)

#### **NO ACTION TAKEN**

**12.** Possible future agenda items by Commissioners Court without discussion.

#### **EXECUTIVE SESSION**

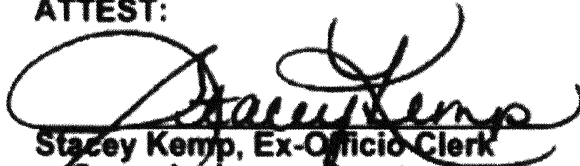
##### **Personnel (551.074)**

To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

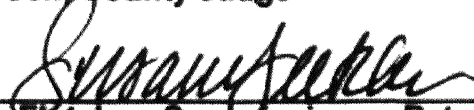
The Court did not recess into Executive Session. There being no further business of the Court, Judge Self adjourned the meeting at 5:21 p.m.




ATTEST:

  
Stacey Kemp, Ex-Officio Clerk  
Commissioners Court  
Collin County, TEXAS

  
Keith Self, County Judge

  
Susan Fletcher, Commissioner, Pct. 1

  
Cheryl Williams, Commissioner, Pct. 2

  
Chris Hill, Commissioner, Pct. 3

  
Duncan Webb, Commissioner, Pct. 4