

STATE OF TEXAS

COMMISSIONERS' COURT
MEETING MINUTES
MAY 23, 2016

COUNTY OF COLLIN

On Monday, May 23, 2016, 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 Chris Hill, Precinct 3

Absent: Commissioner Cheryl Williams, Precinct 2
Commissioner Duncan Webb, Precinct 4

Commissioner Hill led the Invocation.
Judge Self led the Pledge of Allegiance.
Commissioner Fletcher 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 the meeting into Executive Session at 1:38 p.m. The meeting was reconvened at 2:41 p.m. and adjourned at 3:18 p.m.

President Self called to order the meeting of the Collin County Toll Road Authority at 3:18 p.m. and adjourned the meeting at 3:18 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 3:18 p.m. and adjourned the meeting at 3:18 p.m.

President Self called to order the meeting of the Collin County Housing Finance Corporation at 3:19 p.m. and adjourned the meeting at 3:19 p.m.

FYI NOTIFICATION

1. AI-34688 Outstanding Agenda Items, Commissioners Court.
2. AI-41553 Change Order No. 2 to Detention Center Camera and Monitor Upgrades (IFB No. 2015-251) with Argyle Security to make various changes to the contract, Construction & Projects.
3. AI-41573 Utilization of the District Attorney Drug Forfeiture Fund in the amount of \$12,000 to pay for three (3) people to attend the 2016 Force Science Certification Course in Scottsdale, Arizona, District Attorney.

2. Public Comments.

3. Presentation/Recognition:

a. **AI-41518** Proclamation recognizing the Blackland Prairie Chapter of Texas Master Naturalists, Administrative Services.

Rick Maxwell, Ph.D., AgriLife, came forward to present a proclamation on behalf of the Commissioners' Court to the Blackland Prairie Chapter of Texas Master Naturalists acknowledging and recognizing them for their sustained dedication and service for the betterment of the people who live and work in Collin County. (Time: 1:36 p.m.)

4. Consent agenda to approve:

Judge Self pulled item 4f1 for discussion and action. (Time: 1:38 p.m.)

Judge Self returned to the consent agenda and asked for comments. Commissioner Hill pulled item 4f3 and Judge Self pulled item 4f4. Hearing no further comments, a motion was made to approve the remainder of the consent agenda. (Time: 2:45 p.m.)

Motion by: Commissioner Chris Hill
Second by: Commissioner Susan Fletcher
Vote: 3 - 0 Passed

a. **AI-41559** Disbursements for the period ending May 17, 2016, Auditor.

COURT ORDER NO. 2016-337-05-23

b. Agreement(s):

1. **AI-41512** Interlocal Jail Services Agreement with the City of Wylie through and including September 30, 2017, Sheriff.

COURT ORDER NO. 2016-338-05-23

c. Contract Renewal(s):

1. **AI-41584** Contract renewal for Services, Janitorial (RFP No. 2013-033) with James Janitorial Services, LLC to extend the contract for one (1) year through and including September 30, 2017, Facilities.

COURT ORDER NO. 2016-339-05-23

2. **AI-41583** Contract renewal for Maintenance: UPS Repair and Parts Replacement (IFB No. 2014-164) with Power 4U to extend the contract for one (1) year through and including September 30, 2017, Facilities.

COURT ORDER NO. 2016-340-05-23

d. Ratification of the County Judge's prior approval:

1. **AI-41577** Discretionary exemption to the bid process for repair of unforeseen damage to public property per VTCA Local Government Code 262.024(a)(3), Construction & Projects.

COURT ORDER NO. 2016-341-05-23

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

1. **AI-41567** May 2, 2016.

COURT ORDER NO. 2016-342-05-23

f. Miscellaneous

1. **AI-41599** Resolution opposing the Texas Department of Motor Vehicles proposed rule changes to Chapter 217, Texas Administrative Code, regarding vehicle title and registration fees, County Judge.

Judge Self asked for comments on the item. Hearing no comments, a motion was made to approve the item. (Time: 1:38 p.m.)

Motion by: Commissioner Chris Hill
Second by: Commissioner Susan Fletcher
Vote: 3 – 0 Passed

COURT ORDER NO. 2016-336-05-23

2. **AI-41531** Adoption of the FY2016 Investment Policy, Auditor.

COURT ORDER NO. 2016-343-05-23

3. **AI-41575** Waiver to the Tuition Reimbursement Policy for Matthew McLellan, Commissioner, Precinct 3.

Commissioner Hill said the Tuition Reimbursement Policy requires employees to remain with the County, after the course of study, for a certain period of time. If the employee leaves the County before the time period has been satisfied, the employee is required to repay the cost of the tuition to the County. The Commissioner referred to a list of employees who have left the County and not paid back their tuition costs. He asked what can be done to be more proactive in collecting those balances. Bill Bilyeu, County Administrator, said there has been internal discussion on ways to pursue collection of the balances by continuing to send statements and/or filing liens against the former employees. Mr. Bilyeu said the number of former employees who have not paid is a small percentage compared to the 190 former employees who have repaid tuition costs. He ensured the Court the outstanding balances will be pursued. Commissioners Hill and Fletcher asked if there is anything additional that needs to be done to get repayment from the outliers. Mr. Bilyeu said this all can be handled internally without a policy from the Court.

Commissioner Hill said there is a request before the Court to waive the repayment of tuition for an employee who is leaving before the required time to earn back the cost. This is a unique situation as this employee is leaving the County to serve full-time as an officer in the United States Marine Corps after completing Officer Candidate School. The Court was in agreement to support the request. Commissioner Hill asked the Auditor if there is any issue with granting the request. Jeff May, County Auditor, said there is no issue in granting the request as long as the Court is faithful in the treatment of requests of this nature. With no further discussion, a motion was made to approve the item. (Time: 2:53 p.m.)

Motion by: Commissioner Chris Hill
Second by: Commissioner Susan Fletcher
Vote: 3 – 0 Passed

COURT ORDER NO. 2016-344-05-23

4. **AI-41564** Increase the dollar amount to be used for cash drawers, Justice of the Peace, Precinct 1.

Judge Self asked if the request is unique to the Precinct 1 Justice of the Peace or should this be handled for all JP offices. Jeff May, County Auditor, said the requests are handled as the need is brought to his office by the department. This JP is looking to keep a change fund in the safe because of an increase in transactions. Mr. May had no objections to the request. With no further discussion, a motion was made to approve the item. (Time: 2:55 p.m.)

Motion by: Judge Keith Self
Second by: Commissioner Susan Fletcher
Vote: 3 – 0 Passed

COURT ORDER NO. 2016-345-05-23

5. **AI-41558** Reject all bids received for Maintenance, Roads (IFB No. 2015-331), Public Works.

COURT ORDER NO. 2016-346-05-23

6. **AI-41582** Termination of the easement at the end of Park Drive on Lake Lavon, Public Works.

COURT ORDER NO. 2016-347-05-23

7. **AI-41529** Acceptance of a donation of 150 oak trees for Myers Park, Special Projects.

COURT ORDER NO. 2016-348-05-23

8. **AI-41597** Personnel Appointments, Human Resources.

COURT ORDER NO. 2016-349-05-23

9. **AI-41598** Personnel Changes, Human Resources.

COURT ORDER NO. 2016-350-05-23

GENERAL DISCUSSION

5. **AI-41540** Presentation and award of Compensation Analysis Consultant (RFP No. 2016-167), Human Resources.

Michalyn Rains, Purchasing, came forward to request the Court's consideration and approval to award the Compensation Analysis Consultant to the best evaluated offeror.

Godwin George, Korn Ferry Hay Group, came forward to give a presentation of the organization and potential project steps. The Hay Group is a human capital management consulting firm which provides expertise for everything in the field of human resources from rewards and benefits to recruitment. It has a strong focus on research and has almost 100 years of experience working with organizations in every industry. This organization operates in over 100 different locations across the world. The project team for Collin County will consist of two highly experienced individuals.

Mr. George outlined the assessment of steps required to deliver the services the County has requested. The first step will be a planning meeting to define roles, clarify project expectations and anticipated outcomes, and determine a timetable of events. The second step will involve the Hay Group coming before the Commissioners' Court to clearly outline and mutually agree to the purpose and deliverables of the work. The third step will be to gather and review County information to increase the knowledge of the existing classifications, compensation and human resources processes. There will then be an onsite meeting with the County project team to walk through current processes and frameworks around how compensation is administered. Following the initial meeting there will be a more in-depth analysis of the existing salary structure relative to best practices to cover a minimum of what was requested in the RFP. The initial report or draft will cover all things looked at and will be as thorough as it can be. The draft will be open for feedback to ensure the County is getting the information it is looking for. The next step will be a feedback session conducted with the County project team to review the findings. Following the feedback session the Hay Group will present the final findings of the study to the Commissioners' Court.

Judge Self asked if this study can be completed by the budget sessions held in August. Mr. George said it will be tight but it can be done. Commissioner Fletcher would like consideration given to the cost of living metrics, the specifics on compensation and benefit variables for jobs which are strictly public sector versus the jobs which have private sector comparables, and the effects of compression in range movement. Judge Self asked if these items were covered in the RFP. Cynthia Jacobson, Human Resources, said the RFP is broad enough to encompass other issues if they come up.

Mr. George agreed the RFP is fairly broad and said the Hay Group will give guidance on these issues. Finer details can be finalized during the initial meeting. With no further discussion, a motion was made to approve the award of Compensation Analysis Consultant to the Hay Group. (Time: 3:10 p.m.)

Motion by: Commissioner Chris Hill
Second by: Commissioner Susan Fletcher
Vote: 3 – 0 Passed

COURT ORDER NO. 2016-351-05-23

6. AI-41608 Personnel Changes, Commissioner Precinct 3.

Commissioner Hill invited Laura Boatwright, Chief Deputy to the Tax Assessor-Collector, to come forward to address the item. Ms. Boatwright said the Tax Office has been searching for someone to fill the Finance Director position for over a year. The Tax Office would like to hire Scott Grigg as the Finance Operations Manager at the salary requested. Mr. Grigg has been with the County Auditor's Office for over three years and has audited the Tax Office for most of that time. He knows the ins and outs of the office which include codes, laws and state regulations.

Commissioner Hill was glad a candidate was found to serve the Tax Office well as it is a critical office for the success of the County; however, he wanted assurance all other candidates had been vetted as to their skills and qualifications and that an informed decision was made on the candidates not having the skillsets needed to be successful in this office. Ms. Boatwright said she and Kenneth Maun, Tax Assessor-Collector, thoroughly examined the candidates and still feel Mr. Grigg is the best candidate for the position. Based on the assurances that all other applicants have been examined, Commissioners' Hill and Fletcher support the exception. Judge Self asked if this exception is made would the Tax Office be willing to accept the Scofflaw duties. Ms. Boatwright would not speak for Mr. Maun but would take the Court's concerns and recommendations to him. With no further discussion, a motion was made to approve the item. (Time: 3:18 p.m.)

Motion by: Commissioner Chris Hill
Second by: Commissioner Susan Fletcher
Vote: 3 – 0 Passed

COURT ORDER NO. 2016-352-05-23

7. Possible future agenda items by Commissioners Court without discussion.

EXECUTIVE SESSION

Judge Self recessed Commissioners' Court into Executive Session at 1:38 p.m. in accordance with Chapter 551.074, Personnel to discuss the reassignment of three individuals in the Sheriff's Office.

Judge Self reconvened Commissioners' Court at 2:41 p.m.

Personnel (551.074)

AI-41546 Reassignment of 3 individuals in the Sheriff's Office, Human Resources.

Cynthia Jacobson, Human Resources, came forward to present the recommended personnel changes and reclassifications to the Sheriff's Office. The changes and reclassifications are as follows: 1) reclassify the vacant position of Chief Deputy Sheriff to Deputy Chief staying at pay grade 575 and promoting Mark Sanderson to the position at a salary of \$100,884; 2) reclassify the position of Major, held by Randy Clark, to Deputy Chief moving the pay grade from 573 to 575 at a salary of \$100,884; 3) delete the position of Assistant Chief Deputy, held by Charles Adams, moving it to Jail Administrator at the same pay grade of 574; 4) change the vacant position of Director of Homeland Security to Fusion Center Director at the law enforcement pay grade of 574; 5) move the position of Intelligence Analyst, held by Oscar Martinez, from pay grade 573 to 570; 6) move the position of Office Administrator, held by Brandi Norton-Roberson, from pay grade 535 to 534; and 7) delete the vacant Accountant Office Clerk position which is at pay grade 532. It was the recommendation of Human Resources to hire former employee Kelly Stone as the Fusion Center Director at a salary of \$114,000 effective in July. A motion was made to approve the personnel recommendations. (Time: 2:43 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Chris Hill

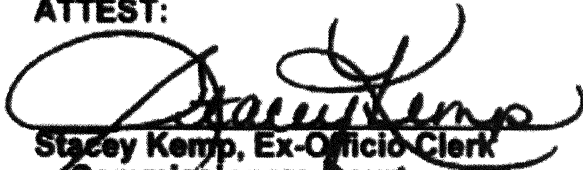
Vote: 3 – 0 Passed


COURT ORDER NO. 2016-353-05-23

There being no further business of the Court, Judge Self adjourned the meeting at 3:18 p.m.



ATTEST:


Stacey Kemp, Ex-Officio Clerk
Commissioners Court
Collin County, T E X A S



Keith Self, County Judge



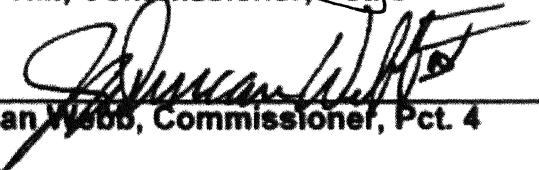
Susan Fletcher, Commissioner, Pct. 1



Cheryl Williams, Commissioner, Pct. 2



Chris Hill, Commissioner, Pct. 3



Duncan Webb, Commissioner, Pct. 4