

William Armstrong

From: Jessica Gramly
Sent: Friday, September 12, 2025 8:44 AM
To: William Armstrong
Subject: RE: Clarification on Sergeant Position Deletion

Good morning Chief – this is under review on this side. Additionally, Angie and I are going to call you this morning to discuss a separate personnel matter. She is speaking with an employee right now and then our plan to call.

Sincerely,

Jessica Gramly, [SHRM-CP](#)

HR Manager- Collin County
2300 Bloomdale Rd #4117
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[Collin County Human Resources – Creating New Standards, Building Relationships, Achieving Exceptional Results](#)

From: William Armstrong <warmstrong@co.collin.tx.us>
Sent: Thursday, September 11, 2025 2:47 PM
To: Jessica Gramly <jgramly@co.collin.tx.us>; Michelle Talley <mtalley@co.collin.tx.us>; Michelle Talley <mtalley@co.collin.tx.us>
Cc: Cynthia Jacobson <cjacobson@co.collin.tx.us>
Subject: Clarification on Sergeant Position Deletion

Good afternoon,

I was just made aware of a possible issue and would like to provide clarification regarding the recent adjustments to the sergeant positions. On the original and final add/delete list, a Support Services sergeant position (40-hour) was identified for deletion.

There are currently two Support Service Sgt's. One mental and one transport. Sergeant Nathan Holton was occupying the transport Sergeant position(80) that was to be deleted. Sgt. Herron was in the Mental Health Sgt position(80 hour).

As you are aware, Sergeant Austin Phelps volunteered to be demoted, and Sergeant Herron was reassigned from Support Services into a Patrol Sgt(Phelps old position) position effective October 1st. Sergeant Holton will remain in the Mental Health Sergeant role within Support Services.

It appears there may have been a mix-up in processing these changes, as it looks like the 84-hour Patrol Sgt position was deleted, likely due to Sergeant Phelps' current assignment. However, our intent remains to follow the original plan approved by Commissioners Court: to delete the 40-hour Support Services sergeant position, not the Patrol 84 hour position.

Once that adjustment is made, we can proceed with moving the sergeants into their proper assignments. Please reach out to discuss any corrective actions on this issue.

William Armstrong

From: Jessica Shaw
Sent: Friday, September 12, 2025 4:04 PM
To: William Armstrong
Cc: Shannon Poe
Subject: SO Re-Organization
Attachments: Benefits Calculator 2026 - Sergeant 84.pdf

Importance: High

Chief Armstrong,

I wanted to provide you an update on our previous conversation. I spoke with Megan Mangum in HR and she said they will need a Court Order to convert the Sergeant 80 HR position to an 84 HR position. I have calculated the cost of the extra hours including benefits, PFP and market movement and it comes out to \$7,758 for FY 2026.

You will need to enter an agenda item for the Monday, September 29th Commissioners Court (Deadline for agenda to be in routing is Monday, September 22nd by 5:00PM). You will need to attach a memo that explains the situation and reason it needs to be an 84 HR position. Also include the Sergeant position number that you want changed to an 84 HR position (I have included it on the BA info attached, but please double check to make sure it is the correct one). To fund the cost difference of \$7,758 a Budget Adjustment can be included from Jail Ops Café like the remaining re-organization cost difference was done for adoption to your salaries lines in SO Admin. I have provided the amounts by account number in an attachment to this email. For now you can leave off the actual Budget Adjustment and just input the information in the fiscal impact tab since it will need to be done as an FY 2026 BA. I would recommend including verbiage in your memo like "Budget Adjustment in the amount of \$7,758 to be completed upon approval on October 1, 2025 to fund the cost difference of the 4 extra hours per pay period".

If you have any questions, please let me know and I am happy to assist.

Jessica Shaw, CGFO

Financial Analyst II

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Thank you for your assistance and understanding.

Lead from the front, Semper Fi,