

**MINUTES OF THE
SPECIAL MEETING OF THE
WASHINGTON COUNTY QUORUM COURT**

Monday, October 12, 2015
5:30 p.m.
Washington County Quorum Court Room

FILED
2016 JAN 25 PM 2:14
BECKY LEWALLEN
CLERK & PROBATE CLERK
WASHINGTON COUNTY, OR

- 621.1 The Washington County Quorum Court met for a special meeting on Monday, October 12, 2015. The meeting was called to order by County Judge Marilyn Edwards who stated the purpose of this meeting was to continue working on matters pertaining to the 2016 budget process.
- 621.2 D. Balls led the Quorum Court in a prayer and in the Pledge of Allegiance.
- 621.3 **MEMBERS PRESENT:** Daniel Balls, Harvey Bowman, Rick Cochran, Robert Dennis, Lisa Ecke, Ann Harbison, Sharon Lloyd, Tom Lundstrum, Eva Madison, Sue Madison, Joel Maxwell, Gary McHenry, Joe Patterson, Butch Pond, and Bill Ussery.
- 621.4 **OTHERS PRESENT:** County Judge Marilyn Edwards, County Chief of Staff George Butler, County Comptroller Cheryl Bolinger; Interested Citizens; and Members of the Press.
- 621.5 **ADOPTION OF THE AGENDA:** Judge Edwards asked if there were any additions or deletions to the agenda.
- 621.6 **A. Harbison made a motion to adopt the agenda as presented. S. Lloyd seconded. The motion passed with fourteen members voting in favor and one member voting against adopting the agenda by voice vote.**
- 621.7 R. Cochran explained his reason voting against adopting the agenda as presented is that he thinks Budget Control #2 remaining unresolved bears impact on all of the budgets that the Court will review. He would like to add this to the agenda for discussion so it can be clear before moving on into the departmental budgets.
- 621.8 County Attorney Steve Zega explained that the agenda is adopted as published and they cannot address Budget Control #2 at this meeting.
- 621.9 **REVIEW 2016 BUDGET REQUESTS:** John Luther, Director of the Department of Emergency Management (DEM), addressed the Quorum Court stating the main thing he has done in his budget is move some line items to be more in line with the way the bills are paid. Otherwise, he stated that the budget speaks for itself and is consistent with what his department has had in the past.
- 621.10 R. Cochran stated in the 2015 approved budget, J. Luther dropped \$3,000 in his software support maintenance agreement and asked if there is

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 2

something that has dropped off or new pricing. J. Luther responded that Web EOC is the data software that is used for disaster management, but his department has transitioned to a different one that is a little bit less and he is hopeful that it will work for his agency as well as all other agencies in the county.

- 622.1 E. Madison asked about the increase in Other Professional Services that increased by \$5,000 from last year; to which J. Luther responded that it is for repairs made to the radio system. Additionally, since other professional services is more in line with where the actual bills are being paid out of, he just moved the money from where it was before into that line item. E. Madison asked about the separate cell phone/pager/radio line; to which J. Luther responded that is for the actual product, but repairs on the entire countywide radio system equipment are what come out of Professional Services. He further noted that this covers police, fire, EMS, some road radios, Washington Water Authority, etc. He stated that the 3022 Cell phone will be a satellite phone for the Emergency Operations Center, Wi-Fi, and three cell phones for his office.
- 622.2 S. Madison questioned the food line item that has gone from \$1,000 to \$1,500; to which J. Luther responded that this includes emergency water, meals ready to eat (MRE), and then his department holds two 24-hour long events where people are brought in to operate 24-hours solid. His department provides food for that exercise and training. S. Madison also mentioned that his tires and tubes doubled; to which J. Luther stated that his department went without tires for a year, but his department has two front truck tires for one of the big trucks and then the cars are coming due. She asked about the software support maintenance agreement that decreased \$3,000 to which J. Luther reiterated that this was the lowering of the cost of a product that was being used.
- 622.3 **T. Lundstrum made a motion to adopt the Department of Emergency Management budget as presented. The motion was seconded.**
- 622.4 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the Department of Emergency Management budget as presented.**
- 622.5 **VOTING FOR: A. Harbison, S. Lloyd, T. Lundstrum, E. Madison, S. Madison, J. Maxwell, G. McHenry, J. Patterson, B. Pond, B. Ussery, D. Balls, H. Bowman, R. Cochran, R. Dennis, and L. Ecke. The motion passed unanimously. The budget was adopted as presented.**

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 3

- 623.1 John Luther, Director of Emergency 911, addressed the Quorum Court stating that Emergency 911 operations is a budget for all of the infrastructure, phone lines, computers, routers, etc. - all the public safety network for 911 for the entire county and those public safety answering points (PSAPs) are also in Dispatch Centers, the Sheriff's Office, Springdale and Fayetteville Police Departments, Central EMS, and State Police Troop L. He noted that the nice thing about that is that those departments take care of the staffing and Emergency 911 takes care of the infrastructure and this partnership has worked very well for many years. J. Luther reported this year his department is going to transition to upgrade that equipment which is done about every five years. He stated this has its own fund in the budget and funded from tax fees on phone bills, wireless and landline.
- 623.2 R. Cochran stated that there have not been any expenditures in 2015 for maintenance and service contracts; to which J. Luther stated generally he already would have bought or paid the annual fee for the year to AT&T, but has not done that this year because it is the upgrade year and that will cost about \$180,000. He further explained that there is \$60,000 approved for the current year, which is where the recorder maintenance is paid out of. J. Luther explained that is where every 911 call received at the centers is taken and recorded from start to finish. Those recorder maintenance program fees increase as the recorders get older.
- 623.3 In response to a question from L. Ecke, J. Luther stated that the revenue fund from the 911 fees collected from land lines and cell phones rolls over every year and goes into this fund and then he takes out what is needed for the budget with the remaining amount staying in the fund. He explained the reason for doing this is that when there is a small reserve it pays for the upgrades, which is what is about to happen. He stated that this upgrade is more expensive; however, he will be getting some money back from the state to help. He noted that Emergency 911 is self-sustaining with this fund.
- 623.4 S. Lloyd referred to the 3022 – Cell Phones/Pagers/Radios line item that has more than doubled; to which it was explained that the lesser amount is for six months and so doubling whatever is in the actuals would be the cost. He further explained that cell/phone/pager/radio is for some radios related to 911, the satellite phones in each of the four Dispatch Centers, and does not include any personal phones.
- 623.5 H. Bowman asked about 3073 – Lease – Machinery and Equipment line item asking if that was an annual lease price or a one-time cost as it was a lot of money; to which J. Luther responded it was an annual maintenance of

the system as well as a one-time fee every year. He stated this is a leased product governed by the Public Service Commission and is done every five years. He noted that included in that fund are also the monthly costs from AT&T that runs just under \$20,000. That fund actually increased this year because he knows the lease purchase will be made. Also, the annual fee has been around \$100,000, but will increase this year. He further reiterated this is the 911 system, actual answering devices, phone line, software, etc., and at each one of the public safety answering points at each console or desk for the call taker has the equipment.

- 624.1 **S. Lloyd made a motion to adopt the Emergency 911 budget as presented. T. Lundstrum seconded.**
- 624.2 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the Emergency 911 budget as presented.**
- 624.3 **VOTING FOR: A. Harbison, S. Lloyd, T. Lundstrum, E. Madison, S. Madison, J. Maxwell, G. McHenry, J. Patterson, B. Pond, B. Ussery, D. Balls, H. Bowman, R. Cochran, R. Dennis, and L. Ecke. The motion passed unanimously. The budget was adopted as presented.**
- 624.4 George Butler, Chief of Staff for the County Judge, addressed the Quorum Court stating that the County Judge has two budgets, the Regular and then Emergency Budgets. He stated that the regular budget includes the County Judge, Chief of Staff, Executive Assistant Karen Beeks, Quorum Court Coordinator/Reporter Carly Sandidge, and Receptionist Betty Napier in terms of personnel and related costs. He stated last year the approved budget was \$388,025 and this year the budget is \$373,229 with some line items increasing and some decreasing.
- 624.5 E. Madison stated that she knows the County Judge's office has some vehicles, but she did not see any vehicle expenses; to which G. Butler responded that he does not drive Dan Short's old vehicle and it is parked at the Road Department to be used as a pool vehicle; and the County Judge's vehicles both come out of the Road Department budget. He further verified that the dues and memberships line item is for the Association of Counties.
- 624.6 **E. Madison made a motion to adopt the County Judge's budget as presented. T. Lundstrum seconded.**
- 624.7 S. Madison questioned other sundry insurance that went from \$1,000 to \$2,200; to which G. Butler responded that the County Judge's office bought fiduciary insurance for the compensation plan; and also are a fiduciary on the health insurance plan that needed fiduciary coverage. He stated that it

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 5

is a combination of the fiduciary insurance that covers everybody in the county; and the County Judge's office also buys errors and omissions throughout the county for anybody who has a notary. He stated the reason for the increase is either because Dan Short cut it down not realizing that the office still had those fixed cost and/or it got cut again, but the insurance is what it is. He further verified that meals and lodging was exclusively for travel.

- 625.1 B. Ussery stated that it should be noted that there is a significant savings on the telephone and fax line item.
- 625.2 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the County Judge's budget as presented.**
- 625.3 The question was raised whether the Court can just approve these by voice vote and County Attorney S. Zega responded that it is the privilege of the court to ask for a voice vote instead of a roll call vote since it is not controversial and this could save them a lot of time.
- 625.4 **The motion passed unanimously by voice vote. The budget was adopted as presented.**
- 625.5 George Butler, Chief of Staff for the County Judge, addressed the Quorum Court stating that the County Judge - Emergency budget for \$75,000 can only be expended when an emergency has been declared by the County Judge and/or Governor
- 625.6 R. Cochran noted that this is the only budget that the Court has in the County that has always turned the money back, noting that the Court implemented this budget following the Cincinnati tornado.
- 625.7 **S. Lloyd made a motion to adopt the County Judge Emergency budget as presented. H. Bowman seconded.**
- 625.8 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the County Judge Emergency budget as presented.**
- 625.9 **The motion passed unanimously by voice vote. The budget was adopted as presented.**
- 625.10 L. Ecke asked how much the Cincinnati tornado cost the county and is this amount adequate to handle a disaster; to which G. Butler responded that he does not know how much the Cincinnati disaster cost the county, but the \$75,000 was a figure that was arrived at post Cincinnati and the consensus

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 6

was that this would have covered Cincinnati. L. Ecke asked if there was ever discussion about having three years in reserves; to which G. Butler responded that he does not recall there being a specific discussion about building up a reserve, but believes that the thought was that if \$75,000 did not cover a disaster, then the unappropriated reserves would have to be used.

- 626.1 E. Madison stated part of the rationale was that this is an amount that would get the County Judge through an emergency because she would not be able to call a Quorum Court meeting in an emergency situation to appropriate funds, so she does not believe that the funds were anticipated to cover the cost of all emergencies, just to do what she needed to do immediately and then a meeting could later be called to appropriate additional funds if needed.
- 626.2 Judge Edwards stated the extent of a disaster will never be known to anyone and of course she hopes to never have to use any of it; however, after watching what happened in South Carolina and other states, the County has to be semi-prepared.
- 626.3 Wayne Haines, Veteran Service Officer for Washington County, addressed the Quorum Court stating that he just found out today that he no longer has to pay for the FAX so needs to drop line item 3020 - Telephone from \$960 to \$500. Judge Edwards noted that there was nothing in that line item and it was verified that he will not have to pay for telephone either. He further stated that he spoke with Jennifer in the Comptroller's Office today and she stated she thought line item 3052 – Fire and Extended Coverage was a mistake and that \$100 should be more than enough for that. He stated that everything else is pretty much the same as last year.
- 626.4 **R. Cochran made a motion to adopt the Veteran Service budget with the amendments. B. Pond seconded.**
- 626.5 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the Veteran Service budget with amendments.**
- 626.6 **The motion passed unanimously by voice vote. The budget was adopted with amendments.**
- 626.7 Judge Edwards thanked W. Haynes for what he does and she is glad that a place on South Campus could be provided for him, which has really been an asset to our Veterans.

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 7

- 627.1 Tony Wappel, Archives/Records Management Director, addressed the Quorum Court stating that his budget is relatively flat or about \$1,000 less from last year. He stated that he inadvertently included money for his telephone/FAX line item 3020 – Telephone and Fax - Landline that needs to be zero in place of \$425.
- 627.2 **R. Cochran made a motion to adopt the Archiving/Records Management budget with amendment. T. Lundstrum seconded. With no further discussion, Judge Edwards called for a vote on the motion to adopt the Archiving/Records Management budget as amended.**
- 627.3 **The motion passed unanimously by voice vote. The budget was adopted as amended.**
- 627.4 Juliet Richey, Director of Planning, addressed the Quorum Court stating that her overall budget is slightly less than last year with some line items being more and some less. She stated that she tried to move money around to reflect how her department spends it more accurately and did add some money where she felt it was needed.
- 627.5 R. Cochran stated the training line item has increased and asked about her training plans for this year. J. Richey stated that she has found over the years that it is very beneficial for her staff to have training and there are specifically several conferences that they attend including the Flood Plain Management and American Planning Association Conference, which is a national conference. She stated that Washington County is one of the few counties in Arkansas that has robust planning and her staff does not have a lot to pull from on the state level, working with Pulaski and Benton Counties and in many ways are even more advanced than Washington County is. She stated it is very helpful to speak to people on a national level that are doing what we are doing and learn from them. J. Richey stated that it is even more beneficial if her department is able to send at least two people to be able to attend as many sessions as possible out of the hundreds offered. She stated it is very good for employee morale to be able to attend these conferences, because it gives the employees a refreshed look at what they are trying to do and helps them stay on goal for an overall mission of what they are trying to accomplish. She noted last year she only sent one person, but this year since she had a drop in some software cost, she was able to use that money to try to send multiple people.
- 627.6 E. Madison stated that J. Richey has seen an increase in 2009 for computer and IT equipment, so she must have plans to purchase something; to which J. Richey responded that it is more reflective of the general cost as she

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 8

usually tries to upgrade computers two computers a year, which worked well for a while, but the cost of computers went up so money that she generally allotted for it was not covering anymore. Secondly, she stated over the past two years, she had to replace more than that because her department needed a more robust computer to handle some of the mapping system and she has four people in her office that share the mapping capabilities. She stated to eliminate some of the lag, she replaced more equipment than she had in general, which was a \$7,800 expenditure last year. She stated to maintain her computers, she needs to replace two computers a year that keeps everyone up to speed and keeps anyone from getting more than three years old and for this she needs around \$4,000 a year.

- 628.1 E. Madison further asked J. Richey about dues and memberships; to which she responded that there was a big jump in 2015 noting that the Planning Department has membership dues that the whole county pays to the Northwest Arkansas Regional Planning Commission, which is \$26,358.50, and that cost is based on our census numbers. She further stated that all cities in as well in the two-county area.
- 628.2 In response to questions from S. Lloyd, J. Richey stated her meals and lodging budget is for when her department goes to conventions and does various training for the five full-time employees in her office. She stated that she will send 2 or 3 to the Planning Association Conference depending on the cost because it is in a different major city every year with last year being in Atlanta, GA, which was very affordable, but this year is in Seattle, WA so plane tickets will be doubled. She stated that the travel line item for \$100 is where they usually pull travel insurance out of as well as parking at Northwest Arkansas Regional Airport.
- 628.3 L. Ecke stated she is glad to hear that J. Richey is sending at least two to the conference because she believes there is safety in numbers. She stated she supports what she is doing and urged her to continue to get as much training as she can get to continue to have Washington County lead the way in this state.
- 628.4 R. Dennis congratulated J. Richey on no overtime and her salaries are in very good shape.
- 628.5 **T. Lundstrum made a motion to adopt the Planning budget as presented. L. Ecke seconded.**
- 628.6 J. Richey stated if the Quorum Court is unable to fund her budget request, she would ask that the Court allow the Planning Department to do the

cutting and prioritize what needs to go because sometimes things are cut in good faith, but there are things that her department cannot live without.

629.1 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the Planning budget as presented.**

629.2 **The motion passed unanimously by voice vote. The budget was adopted as presented.**

629.3 Sophie Stephenson, Director of Environmental Affairs, addressed the Quorum Court stating that overall her budget increased by \$10,874 from the 2015 budget with five line items increasing. She stated that one increase was in Paints and Metals as her department has an old truck that needs to have some repairs and be repainted; slight increases in Travel and Other Sundry Insurance; and Other Professional Services and Dues and Memberships. She addressed 3009 - Other Professional Services, stating that this is her largest increase, which is due to the fee that ESCO Processing and Recycling implemented this year for processing cathode-ray tube TV (CRT) and computer monitors. Based on 8 loads this year, each load averaged \$3,776.80 for a total of \$30,214. She stated that her department is looking for another option, but as of now have not located one.

629.4 R. Cochran noted that the Environmental Affairs department does have a revenue stream on CRTs; to which S. Stephenson stated that her office receives \$10 for the CRTs which obviously does not cover it. He asked what would be a price that is going to keep people returning the CRTs to her and not throwing them in the trash; noting that she went from \$5 to \$10 last year. S. Stephenson responded that there has not been a decrease in the CRTs coming in and part of that could be that the City of Fayetteville gives out up to five vouchers with a \$5 value, and Fayetteville residents can continue to bring the TVs in and not pay that fee.

629.5 R. Cochran stated he would suggest she increase this fee a little bit more to test the waters. He asked S. Stephenson what the total yearly estimate is for money coming in for these services that she is providing, to which she responded for this year, her department brought in \$12,850 and she just billed Fayetteville \$3,940 so her department brought in \$16,790 just for electronics from January until now.

629.6 J. Maxwell stated that CRTs are obviously phasing out and asked if S. Stephenson had an anticipated time frame when this will not be a salvage problem; to which she responded that she does not and honestly is surprised that Environmental Affairs still gets as many as it does since the

production of CRTs stopped a few years ago. She stated that she went to a conference recently and this was one of the topics because it is a problem nationwide.

- 630.1 S. Lloyd questioned why the Environmental Affairs budget did not have anything from last year for internet connection and this year she has \$490 on line item 3023; to which S. Stephenson responded that is for Wi-Fi for the department's Enforcement Officer when he is out doing inspections and following up on illegal dumps, that he can connect into the data base with his laptop to make him more efficient. She explained that she budgeted this into the wrong item last year and had to do a line item transfer.
- 630.2 **R. Cochran made a motion to adopt the Environmental Affairs budget as presented. A. Harbison seconded.**
- 630.3 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the Environmental Affairs budget as presented.**
- 630.4 **The motion passed unanimously by voice vote. The budget was adopted as presented.**
- 630.5 Lindsie Huffaker, Director of Human Resources, addressed the Quorum Court stating that she feels like her department had a very successful year with some cost savings and projects that either came to a close or that are not being pursued any further. She stated that the budget request for next year is down by \$13,893. She stated this past year she had enough money in her training line item allocated to cover a seminar registration; however, her travel, mileage, food and lodging were cut so extensively that she could not attend the conference. She stated that one of the things this Quorum Court is looking toward is coming up with innovative solutions to some of the County's problems and she does not believe that reducing education is the means of accomplishing that. L. Huffaker stated that she has slightly increased her Training line item, as well as Meals and Lodging so her department can attend conferences. She has four people in her office who would be receiving training next year from over three different conferences that will provide some valuable education to help her employees better perform their jobs. She noted that she was able to cut Human Resource's budget by renegotiating service contracts, which cut \$2,400 from its copier service contract. She stated that her Dues, Memberships and Subscriptions line item is for her membership to Arkansas National Society for Human Resource Management (SHRM) as well as Northwest Arkansas Human Resource Associations where her office gains a lot of information and training at a very minimal expense of \$15 to \$20 a month. She reported cutting \$3,100 from her budget this year

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 11

because she was able to renegotiate a 3-year contract and save some money on an Human Resources portal that is actually a data base of information that can be tapped into, but this will come up for renewal in three years when she will ask that it be put back into her budget.

- 631.1 E. Madison questioned the reason for a decrease in line item 3102 – Computer Software, Support, and Maintenance Agreement; to which L. Huffaker responded that this is mostly SunGard. She stated that her department had a project during the first part of the year that hung over from 2014 and was completing work on a \$9,000 project, which is completed at this time, and she is not asking for renewal on that money.
- 631.2 E. Madison stated that there is a comp time policy and she asked L. Huffaker if it was department specific as to whether employees do that and why it is not used in order to try to eliminate overtime costs. L. Huffaker responded that it has come down to whether or not the Quorum Court decided to fund overtime within a particular budget. She stated that many of the departments do not have overtime, including Planning and Human Resources Departments, which solely use comp time and the employees really like it. She stated that there are some departments that do not allow comp time because they did not have the personnel resources to take that time off nor could those departments do without those people for the day. L. Huffaker stated that the end result is any department that does not have overtime budgeted uses compensatory time automatically; and some of the departments have actually used a combination of both. E. Madison asked about the County's policy in terms of what point the department heads decide to make an employee cash out other than on termination of employment. L. Huffaker stated that the Comptroller's Office actually manages this, but do not want to see anyone who accumulates 40 hours compensatory time, as it is required to be paid out. She stated that the County once had a department that wanted the employees to use comp time rather than sick and vacation time, and she found out that was not legal. She stated that there are some stipulations on when and how department heads can require their employees to use comp time. E. Madison stated she would like to see department heads use comp time more and this may be something the Court can explore at another time.
- 631.3 A. Harbison stated that she is glad to see a \$13,893 in reductions and believes that L. Huffaker does an excellent job in her department.
- 631.4 **A. Harbison made a motion to adopt the Human Resources budget as presented. G. McHenry seconded.**

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 12

- 632.1 In response to a question from G. McHenry, L. Huffaker stated that comp time was given at time and a half.
- 632.2 B. Ussery asked about her Telephone/FAX line item and L. Huffaker stated that this line item went from \$960 to \$96. She stated that she actually has \$96 still in the phone line budget, but she has a designated office at the Sheriff's Office since it is not on this phone system yet, so she has to maintain one phone line.
- 632.3 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the Human Resources budget as presented.**
- 632.4 **The motion passed unanimously by voice vote. The budget was adopted as presented.**
- 632.5 Jeanne Mack, Director of the Juvenile Detention Center, addressed the Quorum Court and explained with regard to comp time; her department has to replace anyone who is not there so instead of actually costing the county more in comp time, she asked for overtime. She stated that her department got a little creative and has an in-house form so if someone would like to reduce and go home early one day that is possible. If those employees have overtime within that week, she allows them to do so if everything is covered for that day. She stated that the majority of her department's overtime comes with transports or lack of staff.
- 632.6 J. Mack pointed out the only line item that increased in her budget was in Food by \$10,000 noting that she will be \$10,000 short this year being at 98% spent already.
- 632.7 T. Lundstrum asked J. Mack to discuss Other Professional Services, noting quite an increase from 2014, \$4,800 to \$40,000 to which she stated that her department is mandated to contract with a Nurse, who is paid \$795.91 per pay period. She stated that her department also pays a portion of the teachers' salaries that is not paid by the State grant to be at JDC. She further explained the dramatic increase from 2014 caused by the teachers who had received their Masters Degrees and their salaries increased accordingly. T. Lundstrum stated it is really the family's job to educate the children, not the Quorum Court.
- 632.8 S. Lloyd stated that the food is purchased to feed the juveniles breakfast, lunch, snack, and dinner.

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 13

- 633.1 E. Madison stated that the JDC and Jail are unique because those departments have to have employees monitoring inmates, and there are other county offices that do not have such a demand.
- 633.2 **E. Madison made a motion to adopt the Juvenile Detention Center budget as presented. T. Lundstrum seconded.**
- 633.3 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the Juvenile Detention Center budget as presented.**
- 633.4 **The motion passed unanimously by voice vote. The budget was adopted as presented.**
- 633.5 Steve Zega, Washington County Attorney, addressed the Quorum Court stating that his line item 3090 reflects \$9,020 and he erroneously thought that he would have to buy a new subscription to the legal research website software Lexis Nexus, which is \$210 a month, but as it turns out he will not have to do that as he can get it through the Law Library. He stated that the amount of \$2,510 from line item 3090 for a corrected figure of \$6,510. He stated that he is one of the departments asking for more money and this should leave his total increase from last year \$1,527. S. Zega noted that George Butler prepared his budget for last year and did not request anything for mileage or meals and lodging. He reported he has made four trips on county business to Little Rock this year, two overnight and two down in back, two in his vehicle and two in county transportation; and then he made a trip to Kansas City for county business, and he anticipates this being roughly the same next year, which is why he asked for those line items. He stated that he is already over budget this year on postage so he asked for \$50 more on postage than he did last year. He further stated under Training and Education, he wants to pay \$350 for registration to the Arkansas Bar Association Summer Meeting in Hot Springs. He stated that he went this year and paid for gas, meals and refreshments out of his pocket, but asked the county to pay the registration fee for the conference.
- 633.6 **R. Cochran made a motion to adopt the County Attorney's budget as presented. A. Harbison seconded.**
- 633.7 S. Madison stated that she thought S. Zega had hired a legal assistant to work in his office and asked if that is reflected in another budget; to which S. Zega responded if she is referring to Ms. Miller, she is a licensed attorney and her salary comes out of the Grants Administration budget. He explained the history behind that position and reason that she is paid out of the Grants budget.

- 634.1 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the County Attorney's budget as presented.**
- 634.2 **The motion passed unanimously by voice vote. The budget was adopted as presented.**
- 634.3 Cheryl Bolinger, Comptroller/Financial Management, addressed the Quorum Court stating that her office handles Accounts Payable, Payroll, Purchasing and Accounting. She stated she has two budgets, one for Financial Management and one for General Services.
- 634.4 B. Pond asked about her employees and C. Bolinger responded that Teresa Mosher does payroll with Ashley Farber as backup, who is also Assistant Comptroller, two in Accounts Payable, two in purchasing, and Jennifer Hinkle, who is actually in Buildings & Grounds, probably spends 80% of her time helping the Comptroller's office wherever she is needed, and then the Comptroller position for a total of seven in the department.
- 634.5 S. Madison asked what line item 1999 Longevity was; to which C. Bolinger responded that E. Madison can explain that as she had requested it. E. Madison explained that the County has a policy where county employees get a certain amount of money for years of service per county policy. She stated previously this had not been budgeted and the Court is coming back later and correcting it. She stated she felt like this should be in the budget, so it was added back in and this will be the first full year with it in the budget.
- 634.6 J. Maxwell asked about the sizable change in Miscellaneous Refunds in 2015 and asked what all goes with this; to which C. Bolinger explained that this is the \$1 million that the County is repaying the State.
- 634.7 S. Lloyd asked about Purchasing General Services and asked why Dues and Membership was up \$7,604 from \$500; to which C. Bolinger explained that this was for the Northwest Arkansas Economic Development District fees that increased.
- 634.8 S. Madison asked if C. Bolinger planned to buy something new as her Computer/IT Equipment had increased; to which she responded that \$1,000 would not replace a computer so she included what it would cost if her department had to replace one. She stated that her office is trying to stay current by replacing the operating system, but every once in a while, a computer will crash. She further noted that she renegotiated the copier lease and the cost went down, but she does not know what it will be next year. She pointed out that Other Professional Services comes up a lot and no one seems to understand exactly what that is, and explained it is a

professional service that the state did not put a special code to. She stated that in this case accounting and auditing is what the County pays for the federal audits and this year so far \$9,750 has been paid and next year she is not sure about what is going to happen with that. She put in \$15,000 because this year the County is actually going to have to have two federal audits done at the same time, due to a change in federal regulations.

- 635.1 E. Madison stated that her understanding about the reorganization of the Purchasing Department is that the department still needs someone who functions as the head of that, who is no longer a salaried director, but a salaried employee who reports to C. Bolinger. E. Madison further pointed out that the organization of these departments as far as head count is the same, and asked about the jump in the General Supplies category that has never been over \$2,000. C. Bolinger stated that her department spent \$1,190 in General Supplies in six months and she looked at that. C. Bolinger further stated that a lot of supplies will end up being purchased in November right before purchases are shut off for the year because her department will have to buy enough supplies to get through the end of the year and through January. E. Madison asked about Other Professional Services, which has not been used, to which C. Bolinger stated that this covers a lot of different departments and is there for a "what if" scenario. E. Madison asked about the Cell Phone line item and C. Bolinger responded that as far as she is aware, no hourly employee has a cell phone provided and the reason she put that in there was because the Purchasing department would have to have a cell phone for purchasing cards. She further stated that the Software Support Maintenance Agreement is for SunGard and the service call on it goes up every year. This year the maintenance alone was \$28,000, not including the other things her department has asked SunGard to do. She stated that when the County gets enough people in the IT Department, those employees would be able to do software support for her department and this will be a cost savings overall to the county.
- 635.2 **E. Madison made a motion to adopt the General Services budget minus the \$800 for the 3022 Cell Phone Line Item. H. Bowman seconded.**
- 635.3 S. Lloyd noted on the 2001 on General Supplies the highest she has ever been was in 2013 with almost \$2,000 and asked if this had to be \$2,500. C. Bolinger stated that this can be reduced; however, the \$1,190 was for six months and she just doubled that.
- 635.4 **S. Lloyd made a friendly amendment that the Court changes General Supplies to \$2,000.**

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 16

- 636.1 T. Lundstrum stated that the Court is talking about small items here and comparing her 2016 request to 2014 combined, she has reduced her budget by \$10,000 to \$12,000.
- 636.2 J. Maxwell stated the other night when the Court discussed having these as two separate budgets; it seems like there were more questions than real clarification and asked her to point out cost savings by combing the two budgets. C. Bolinger stated she is not sure what the cost savings would be because the budgets have not been combined. The only thing she knows it will save is for the payroll because Human Resources will not have the separate department to track in payroll and other areas as a time saver.
- 636.3 B. Ussery stated that there is \$7,000 more in the budget than in the Comptroller's original one and he has gathered from the discussion tonight as the Court has gone back through and looked at it; to which C. Bolinger responded that she was thinking about purchasing as a separate department and there are things that Purchasing will need to keep separate from the Comptroller's department.
- 636.4 H. Bowman stated that the head of the Purchasing Department's salary is not included here and he was surprised that the budget did not go down by a similar amount to her salary; to which C. Bolinger noted that it did and she pointed out the salary for the purchasing administrator was a few thousand less than what the purchasing director was making.
- 636.5 J. Patterson asked about Dues and Membership changes; to which C. Bolinger stated that this was done once it was approved and restructured; it was taken to \$500 from \$4,000 by the Quorum Court.
- 636.6 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the General Services budget as amended.**
- 636.7 **The motion passed unanimously by voice vote. The budget was adopted as amended.**
- 636.8 **E. Madison made a motion to adopt the Financial Management Budget as presented. R. Cochran seconded.**
- 636.9 **With no further discussion, Judge Edwards called for a vote on the motion to adopt the Financial Management budget as presented.**
- 636.10 **The motion passed unanimously by voice vote. The budget was adopted as presented.**

Minutes of the Special Meeting of the
Washington County Quorum Court
October 12, 2015
Page 17

- 637.1 CITIZENS COMMENTS: There were no citizen comments made.
- 637.2 E. Madison stated looking at the meeting schedule, on October 29, there is a fundraiser at Pratt Place Barn for the Animal Shelter sponsored by the Animal League and she has already purchased her tickets.
- 637.3 **E. Madison made a motion that the Court reschedule the October 29th meeting to another date. R. Cochran seconded. The motion passed unanimously by voice vote.**
- 637.4 Judge Edwards noted that she had cancelled the October 22nd meeting due to the Lincoln Day Dinner.
- 637.5 E. Madison stated that she would rather meet twice a week instead of three times.
- 637.6 ADJOURNMENT: The meeting adjourned at 7:06 p.m.

Respectfully submitted,


Carly Sandidge
Quorum Court Coordinator/Reporter