

**Grant County Council**  
**Special Session**  
**June 13, 2018**

The Grant County Council met in Special Session on Wednesday June 13, 2018 at 6:00 pm in the Council Chambers.

**Call to order**

President McWhirt called the meeting to order at 6:00 pm.

**Roll Call**

In attendance were Council members Jim McWhirt, Shane Middlesworth, Mike Scott, Mike Roorbach, and Mike Conner. Also present were Council Attorney Phil Stevenson, Auditor Roger Bainbridge, Chief Deputy Auditor Angie Jarvis, and Financials Deputy Stacey Stevens. Councilman Mark Leming entered at 6:03 pm and Councilman Frank Hix entered at 6:06 pm.

**New Business**

**Presentation of County Employment Study**-President McWhirt introduced Kent Irwin, from Waggoner, Irwin, Scheele & Associates, and all department heads that are present received a copy of the report.

Mr. Irwin started off with the introduction of the study explaining what was involved and what they were looking at and in what recommendations would help. Mr. Irwin expressed that these are only recommendations. Mr. Irwin broke down the Grant County Budget (percent of general fund) as follows: 53% Law Enforcement & Courts, 35% Commissioners & Council, 8% Support Services, 4% Elected Officials & Administrative Offices. Further findings and recommendations are as follows:

**Human Resources:** A concern of Grant County Citizens and elected officials is the level of staffing required to perform duties of the public sector. Grant County offices and department staffing levels are relatively equal and in some instances below those of comparable counties surveyed.

Recommendations: Specific staffing findings and recommendations are noted in the individual office and department charts.

**Job Descriptions:** Grant County does not have a comprehensive set of job descriptions for all county positions.

Recommendations: Develop an accurate and comprehensive set of job descriptions for all county positions.

**Alternatives to Layoffs:** Job sharing, early retirement, hiring freeze, attrition, restrict overtime, transferring/retraining workers, and voluntary furloughs & reduced workweek.

Recommendations: Implement and attrition program.

**Floater Positions:** Most administrative offices have part-time employees.

Recommendations: Establish a floater position; these positions can be cross-trained.

**Mail Delivery:** Grant County has a mail room employee.

Recommendations: Request Postal Carrier delivery of mail to each individual office and position and related cost be eliminated.

**E-911 Communications:** Grant County does not have a county-wide dispatching unit.

Recommendations: Initiate discussion with cities & towns with a goal of inter-local agreements to provide dispatching on a county-wide basis.

**Youth Detention Center:** Houses 47 juveniles staffed with 5 Sheriff Department employees.

Recommendations: Re-purpose use of facility; Use as jail for female inmates and continue housing juveniles.

**Overtime & Compensatory Time:** Inconsistencies among departments.

Recommendations: Eliminate compensatory time, pay monetary overtime, and implement county-wide time keeping system.

**Health Insurance:** Not part of the study

Recommendations: Establish county health clinics.

**Purchasing:** Department heads reported lack of centralized purchasing.

Recommendations: Implement centralized purchasing.

**Fee Schedules & Fines:** Fee & fine schedules have not been updated for some time.

Recommendations: Review to determine appropriated rate & if fee increases are warranted.

**Revenue & Finance:**

Recommendations: Wheel tax and Public Safety tax.

Mr. Irwin reported findings and recommendations for each individual office. These can be reviewed along with the full report on the counties web site at [www.grantcounty.net](http://www.grantcounty.net).

President McWhirt adjourned the meeting at 7:32 pm.