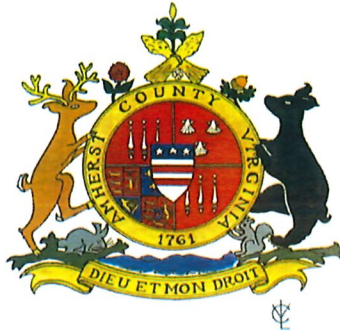


Board of Supervisors

L. J. Ayers III, Chair
District 3
Kenneth M. Campbell, Vice-Chair
District 1
David W. Pugh, Jr., Supervisor
District 4
Jennifer R. Moore, Supervisor
District 5
Claudia D. Tucker, Supervisor
District 2



County Administrator
Dean C. Rodgers

County Attorney
Michael W. S. Lockaby

**AMHERST COUNTY BOARD OF SUPERVISORS
BUDGET WORKSHOP
MINUTES – February 5, 2019**

AGENDA

February 5, 2019
Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
Meeting Convened – 2:00 p.m.

I. Call to Order

II. Discussion – Supplemental Prioritization

A. Supplemental Budget Prioritization List

III. Manpower Issues

A. Targeted Salary Adjustments

IV. Adjournment

MINUTES

At a Budget Workshop Meeting of the Amherst County Board of Supervisors and held at the Amherst County Administration building, Amherst, Virginia, thereof on Tuesday, the 5th day of February, 2019, at 2:00 p.m., the following members were present:

BOARD OF SUPERVISORS:

PRESENT: L. J. Ayers III, Chairman
Kenneth M. Campbell, Vice-Chair
David W. Pugh, Jr., Supervisor
Jennifer R. Moore, Supervisor
Claudia D. Tucker, Supervisor

ABSENT: None

COUNTY STAFF: County Administrator Dean C. Rodgers
Deputy County Administrator David R. Proffitt
County Attorney Michael W. S. Lockaby
EA Clerk to Board Regina M. Rice

Finance Director Stacey Wilkes
Human Resource Director Linda Warner

I. Call to Order

Chairman Ayers called the meeting to order at 3:20 p.m.

Chairman Ayers made a request to add a Citizen Comment session and numbered as item IV.

By motion of Chairman Ayers and with the following vote, the Board amended the Agenda for February 5, 2019 Budget Workshop to add a Citizen Comment session.

AYE: Mr. Ayers, Mr. Campbell Mr. Pugh, Ms. Moore and Ms. Tucker
NAY: None
ABSENT: None

II. Discussion – Supplemental Prioritization

A. Supplemental Budget Prioritization List

County Administrator Rodgers opened the discussion regarding the Supplemental Budget Prioritization List.

Director Stacey Wilkes provide an explanation of items on the FY2020 Supplemental Budget Request Worksheet. As the Board discussed the various proposed projects and expenditures Ms. Wilkes made modifications to the prioritization of the list. The Board agreed that she had captured its priorities properly. (See Attachment A)

III. Manpower Issues

A. Targeted Salary Adjustments

Human Resource Director Linda Warner presented a report regarding salary levels and the costs involved to bring salaries up to market averages. (See Attachment B)

A discussion followed regarding the data collected.

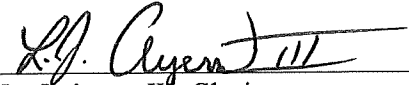
IV. Citizen Comment

There was no public comment.

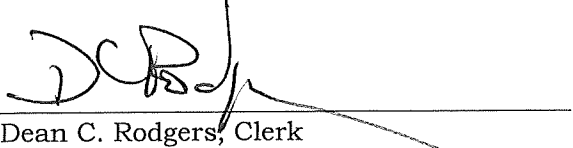
V. Adjournment

By motion of Vice-Chair Campbell and with the following vote, the Board adjourned at 4:13 p.m.

AYE: Mr. Ayers, Mr. Campbell Mr. Pugh, Ms. Moore and Ms. Tucker
NAY: None
ABSENT: None



L. J. Ayers III, Chairman
Amherst County Board of Supervisors



Dean C. Rodgers, Clerk

FY 2020 SUPPLEMENTAL BUDGET REQUESTS WORKSHEET ATTACHMENT 1

Project Number		Average Score	Recurring Costs	One-time Costs	Other Funding Sources	Total
8	Clerk - Plat Book restoration	1		\$ 36,000	\$ 10,000	\$ 46,000
15	Maintenance Shop Roof	2		\$ 15,000		\$ 15,000
22	APS Investigator	3			\$ 26,400	\$ 26,400
1	IT- Network Specialist	4	\$ 57,600			\$ 57,600
13	Building Inspections - Plat table	5		\$ 12,500		\$ 12,500
3	Clerk - Full-time Position	6	\$ 52,200			\$ 52,200
9	CSA Position (make full-time)	7	\$ 25,380			\$ 25,380
7	HR Specialist (make full-time)	8	\$ 24,613			\$ 24,613
26	Microsoft 365	6	\$ 45,000			\$ 45,000
10	Voting Machines	9		\$ 25,000		\$ 25,000
23	Adobe licenses - Finance	10		\$ 1,400		\$ 1,400
27	Riveredge Design Phase 3A	11		\$ 31,520		\$ 31,520
28	Riveredge Design Phase 3B	12		\$ 34,000		\$ 34,000
29	Riveredge Design Phase 4	13		\$ 25,000		\$ 25,000
19	Planning Comm Laptops	14		\$ 10,000		\$ 10,000
12	Museum Microfilm	15		\$ 1,911		\$ 1,911
24	Grounds Technician	16	\$ 44,000	\$ 10,000		\$ 54,000
25	Grounds Technician	17	\$ 44,000	\$ 10,000		\$ 54,000
11	Museum Painting	18		\$ 26,500	\$ 4,000	\$ 30,500
20	Route 29 - Banners	19		\$ 15,000		\$ 15,000
21	Sign grant program	20		\$ 10,000		\$ 10,000
16	Maintenance Worker - I	21	\$ 45,195			\$ 45,195
18	Logo - painting on Water tank	22		\$ 10,200		\$ 10,200
2	Academic Excellence	23	\$ 100,000			\$ 100,000
5	EMS Fitness Initiative	24		\$ 4,000		\$ 4,000
6	HR - Performance Management	25		\$ 8,241		\$ 8,241
14	Air Lock Admin Building	26		\$ 9,500		\$ 9,500
4	Registrar Floor	27		\$ 4,915		\$ 4,915
17	Windows J& D Courtroom	28		\$ 30,000		\$ 30,000
30	Benefit Consultant	29	\$ 35,000			\$ 35,000
31	General District Furniture	30		\$ 4,600		\$ 4,600
						\$ -
Total of Cost to the General Fund			\$ 472,988	\$ 335,287		
Total Other Funding Sources					\$ 40,400	
Total Project costs						\$ 944,675

Salary Adjustment Discussion

The County staff has spent some time gathering data for a salary study and other pertinent information concerning compensation regarding current and former staff members, which is attached.

1. A summary of the salary study analysis. In order to adjust salaries to each position's market average the County would need \$ 438,000 in FY 2020.
2. Graphs showing reasons for staff departure from County employment and the departments affected.
3. The County recently conducted an employee engagement survey. Attached is some information currently available associated with the area of compensation. Please be mindful that this is preliminary information as the original survey was conducted electronically and the public works department needs to be surveyed using a paper survey. Complete information will be made available at a later date.
4. A comparison of the last 10 years salary increases to the CPI growth.
5. A 2% COLA in FY 2020 will cost \$199,804. (exclusive of salary adjustments, above)

Amherst County Regional Public Entity Compensation Survey January 2018

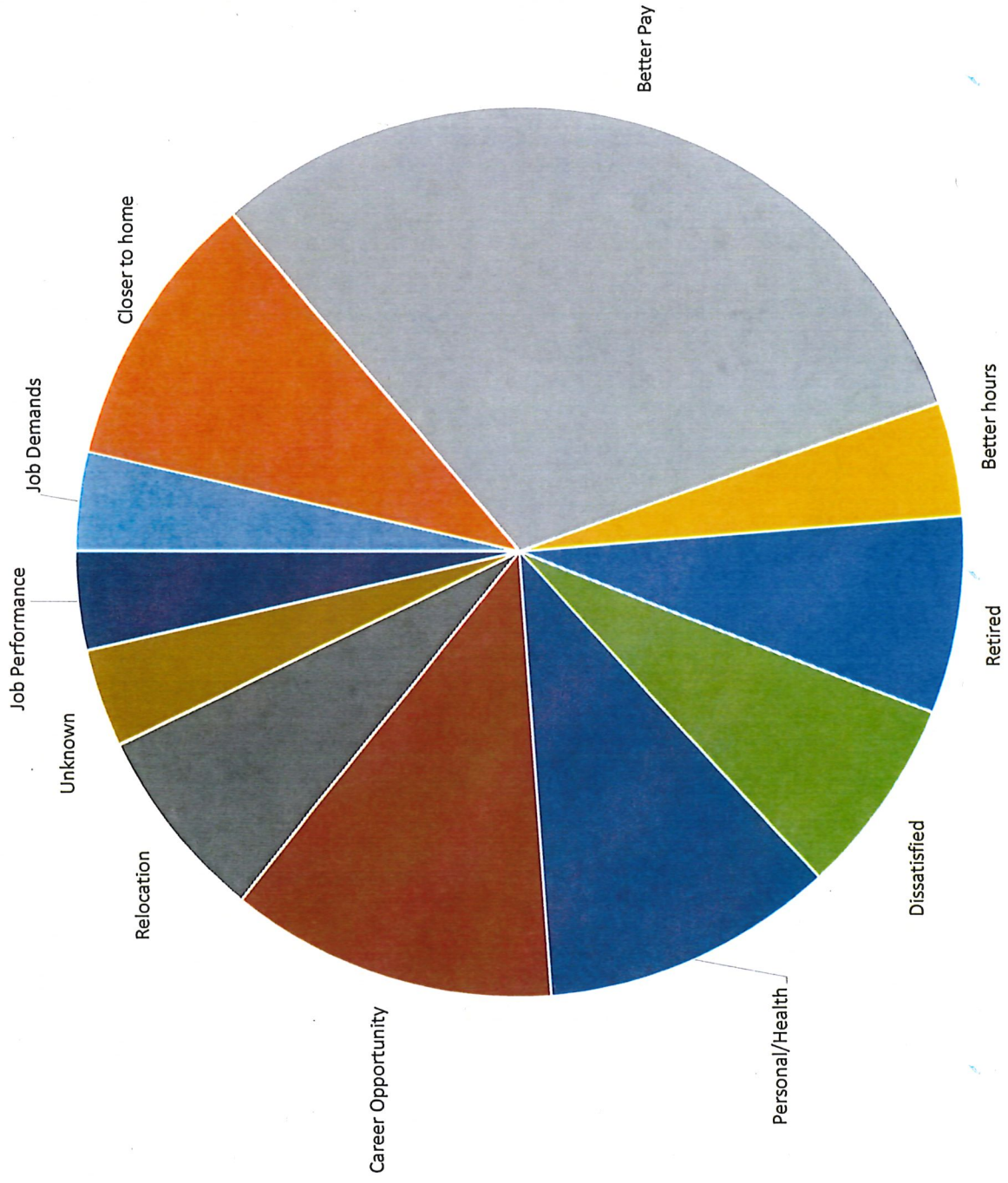
Summary of Results

# of Localities Compared	2 to 6
# of Positions Surveyed	90
# of Positions Below Market Average	50
# of Positions lowest salary in Region	32

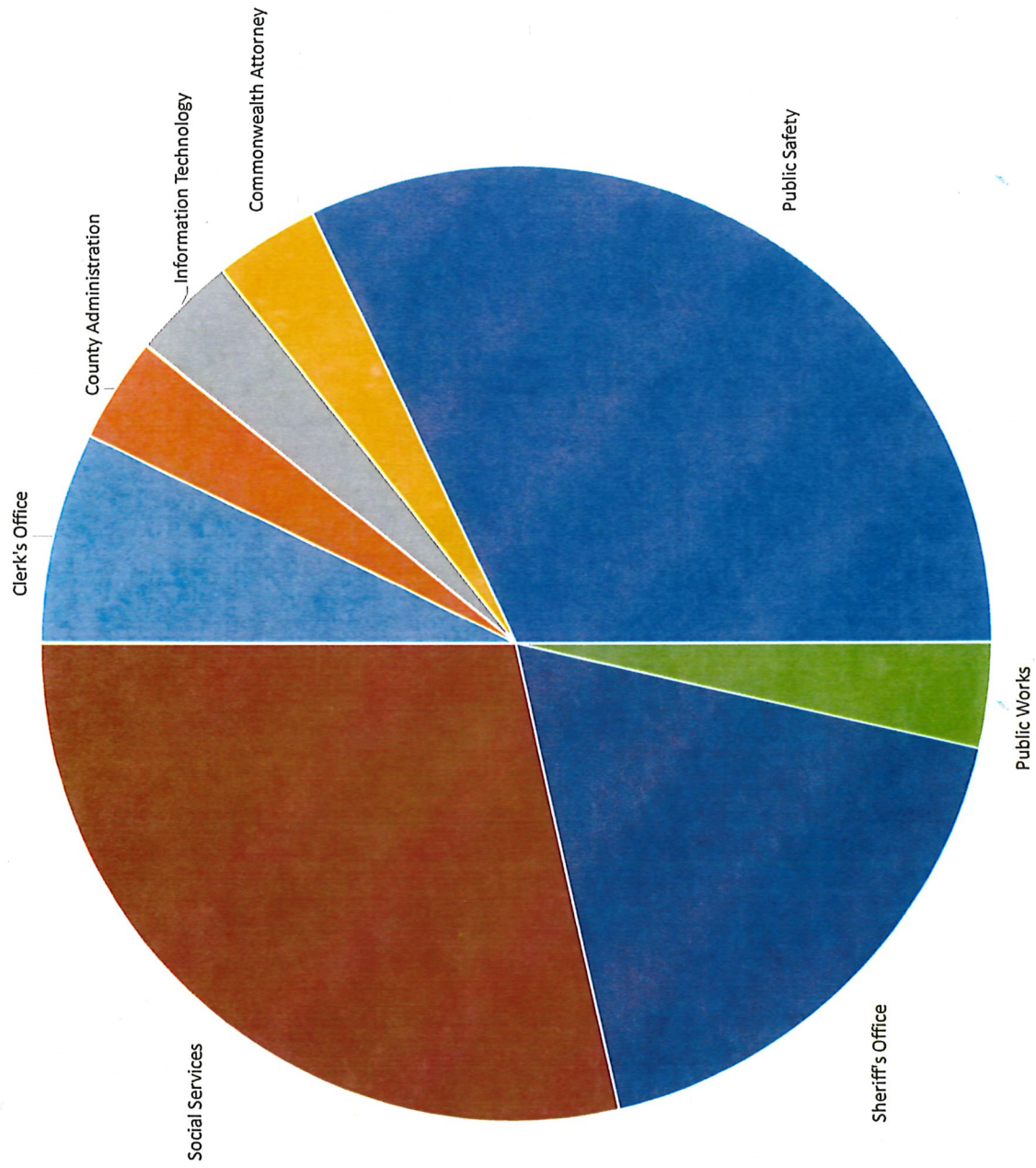
Positions Below Market (approx 56%)

Positions needing adjustment	# of Employees	Amherst County Current Salary	Market Average Salary	Increase to Bring to Market Average	% Below Market Average	Recalculated Market Average Salary	Recalculated % Below Market Average **	Total Cost to Bring Positions to Market Average *
Office Manager (Public Works)	1	\$35,136	\$47,081	\$11,945	34%	\$36,068	3%	\$1,118
Collections Clerk (Commonwealth Attorney)	1	\$25,930	\$34,769	\$8,839	34%	\$34,769	34%	\$10,607
Communications Supervisor (Division Manager)	1	\$47,070	\$60,605	\$13,535	29%	\$51,033	8%	\$4,756
Director of Public Works	1	\$75,000	\$94,514	\$19,514	26%	\$83,373	11%	\$10,048
Deputy Registrar	1	\$26,973	\$33,959	\$6,986	26%	\$28,338	5%	\$1,638
Senior Office Associate (Recreation)	1	\$30,481	\$38,177	\$7,696	25%	\$33,120	9%	\$3,167
Executive Assistant (County Administrator)	1	\$41,416	\$51,904	\$10,488	25%	\$49,393	19%	\$9,572
Maintenance Co-Supervisors	2	\$76,066	\$46,304	\$16,542	22%	\$43,188	14%	\$12,372
Deputy County Administrator	1	\$90,530	\$108,711	\$18,181	20%	\$101,443	12%	\$13,096
Director of Human Resources	1	\$65,974	\$78,291	\$12,317	19%	\$73,877	12%	\$9,484
Director of Finance	1	\$78,030	\$92,985	\$14,955	19%	\$86,903	11%	\$10,648
Director of Economic Development	1	\$70,305	\$83,503	\$13,198	19%	\$80,368	14%	\$12,076
Director of Information Technology	1	\$75,635	\$89,293	\$13,658	18%	\$80,367	6%	\$5,678
Chief Building Official	1	\$58,787	\$69,269	\$10,482	18%	\$64,569	10%	\$6,938
Director of Community Development	1	\$71,267	\$83,394	\$12,127	17%	\$83,394	17%	\$14,552
Public Information Officer/Administrative Assistant	1	\$35,000	\$40,450	\$5,450	16%	\$40,450	16%	\$6,540
Evidence Clerk (Sheriff's Office)	1	\$34,364	\$39,482	\$5,118	15%	\$35,587	4%	\$1,468
Communications Shift Supervisor	2	\$78,264	\$45,178	\$12,092	15%	\$45,178	15%	\$14,510
Assistant Zoning Administrator/Planner	1	\$45,062	\$51,131	\$6,069	15%	\$51,131	15%	\$7,283
Finance Specialist (Sheriff's Office)	1	\$40,454	\$45,970	\$5,516	14%	\$42,774	6%	\$2,784
Major (Sheriff's Office)	1	\$72,716	\$82,223	\$9,507	13%	\$82,223	13%	\$11,408
Accounts Payable Clerk	1	\$30,511	\$34,453	\$3,942	13%	\$32,866	8%	\$2,826
Network Administrator	1	\$57,481	\$64,247	\$6,766	12%	\$64,247	12%	\$8,119
Building Inspector	2	\$78,695	\$44,046	\$9,397	12%	\$44,046	12%	\$11,276
Assistant Director of Economic Development (1/2 position)	1	\$21,632	\$22,640	\$1,008	12%	\$22,640	12%	\$1,210
Deputy Commissioner of the Revenue I	4	\$112,722	\$31,964	\$15,134	11%	\$31,964	11%	\$18,161
County Administrator	1	\$130,050	\$142,957	\$12,907	10%	\$142,957	10%	\$15,488
Executive Assistant (County Attorney)	1	\$41,772	\$45,359	\$3,587	9%	\$45,359	9%	\$4,304
Captain (Public Safety)	3	\$143,447	\$51,883	\$12,202	9%	\$51,883	9%	\$14,642
Deputy Treasurer I	2	\$53,571	\$28,869	\$4,167	8%	\$28,869	8%	\$5,000
Sergeant (Sheriff's Office)	6	\$276,207	\$48,667	\$15,795	7%	\$48,667	7%	\$18,954
Paramedic/Firefighter	6	\$228,826	\$40,678	\$15,242	7%	\$40,678	7%	\$18,290
Communications Officer	9	\$288,243	\$33,869	\$16,578	7%	\$33,869	7%	\$19,894
Animal Care Center Supervisor	1	\$35,933	\$39,541	\$3,608	7%	\$39,541	7%	\$4,330
Director of Recreation, Parks & Cultural Development	1	\$67,626	\$70,999	\$3,373	5%	\$70,999	5%	\$4,048
Victim-Witness Program Director	1	\$51,918	\$52,154	\$236	4%	\$52,154	4%	\$283
Office Administrator (Commonwealth Attorney)	1	\$40,730	\$42,307	\$1,577	4%	\$42,307	4%	\$1,892
Lieutenant (Sheriff's Office)	7	\$315,191	\$54,446	\$65,931	4%	\$54,446	4%	\$79,117
Director of Public Safety	1	\$80,000	\$83,284	\$3,284	4%	\$83,284	4%	\$3,941
Registrar	1	\$57,415	\$59,017	\$1,602	3%	\$59,017	3%	\$1,922
Library Director	1	\$64,628	\$66,641	\$2,013	3%	\$66,641	3%	\$2,416
Deputy Sheriff/School Resources Officers	2	\$79,054	\$40,578	\$2,102	3%	\$40,578	3%	\$2,522
Payroll Clerk	1	\$41,071	\$42,065	\$994	2%	\$42,065	2%	\$1,193
EMT/Firefighter	11	\$410,522	\$37,960	\$7,038	2%	\$37,960	2%	\$8,446
Captain (Sheriff's Office)	3	\$189,523	\$67,879	\$14,114	2%	\$67,879	2%	\$16,937
Assistant Victim-Witness Program Director	1	\$37,000	\$37,572	\$572	2%	\$37,572	2%	\$686
Administrative Captain (Public Safety)	1	\$57,363	\$58,549	\$1,186	2%	\$58,549	2%	\$1,423
Maintenance Worker I	1	\$32,347	\$32,671	\$324	1%	\$32,671	1%	\$389
Landfill Supervisor	1	\$47,179	\$47,594	\$415	1%	N/A	N/A	N/A
Deputy Treasurer II	1	\$32,770	\$33,162	\$392	1%	\$33,162	1%	\$470
TOTAL	96							\$437,923
* benefits included								
** outlying salaries were eliminated								

2018 Employee Exit Reasons

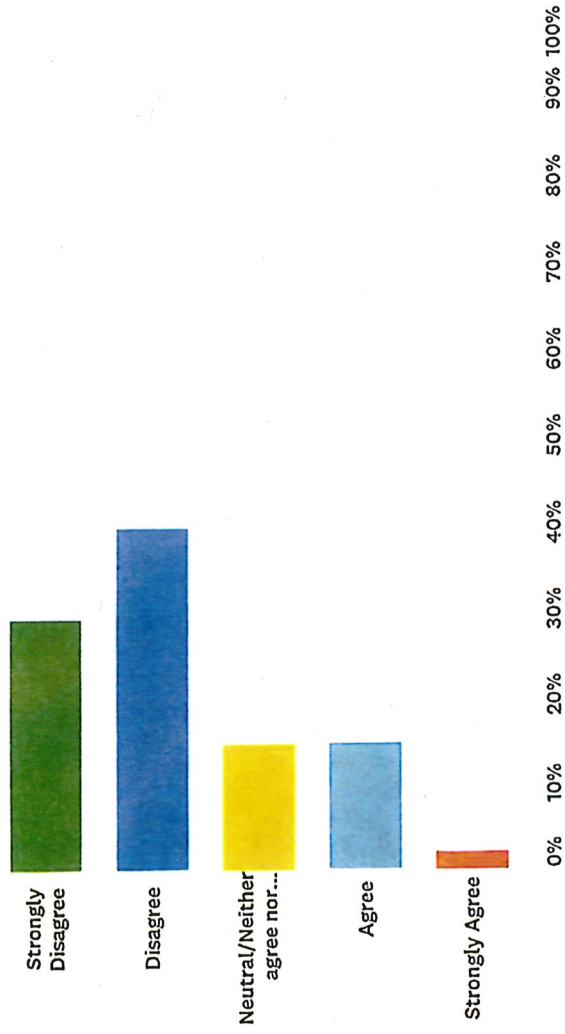


2018 Employee Exit Departments



Q22 I am satisfied with my overall compensation.

Answered: 48 Skipped: 1



ANSWER CHOICES

Strongly Disagree

Disagree

Neutral/Neither agree nor disagree

Agree

Strongly Agree

TOTAL

RESPONSES

29.17%

39.58%

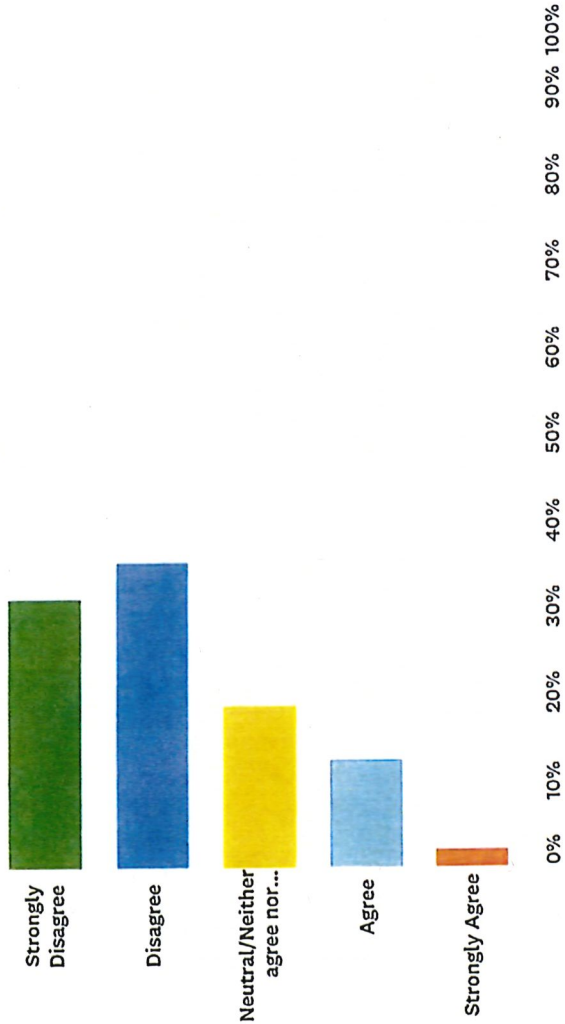
14.58%

14.58%

2.08%

Q23 I am compensated fairly relative to my local market.

Answered: 48 Skipped: 1



ANSWER CHOICES	RESPONSES
Strongly Disagree	15
Disagree	17
Neutral/Neither agree nor disagree	9
Agree	6
Strongly Agree	1
TOTAL	48

Q24 Comments regarding compensation:

Answered: 24 Skipped: 25

#	RESPONSES	DATE
1	I would like to see wages go on the basis of what you know and not years of service.	1/9/2019 1:25 PM
2	our department is the first of the first responders, I believe that we should be treated as such, esp with our pay. Just because we are not actually out on the road does not mean that we do not undergo the stress of the scene from this end.	1/9/2019 8:16 AM
3	When our Supervisor retired in 2010, we assumed all his duties while continuing with our own with very little compensation.	1/8/2019 8:18 AM
4	I do not believe our department is at the same pay grade for the work we do compared to other area departments of equal work status	1/5/2019 7:00 AM
5	compensation in my area of expertise should be at a minimum of \$20,000 more. The county focuses on too many outside projects and does not compensate personnel who actually run this place and show up to work each day. Employee moral stinks & those who are compensated are the ones who lay out from work and do minimal work just enough to get by. This organization needs to be revamped beginning at top management.	1/4/2019 10:02 AM
6	Although my title is not that of a Director, or Deputy Director), I do more than a regular supervisor or employee. Meaning I handle more than that of a supervisor. Just a small portion less than a Director or Deputy Director.	1/4/2019 9:30 AM
7	Pay is not competitive to other areas and has much less room for growth than other areas. Experience, education and merit have little to no impact on salary.	1/3/2019 3:28 PM
8	Other departments pay hirer but have to do less with more resources	1/3/2019 3:06 PM
9	Studies have shown how underpaid the positions in this county are and from what I hear now, it is perceived as it is all in who you are as to whether you receive a pay increase.	12/28/2018 1:21 PM
10	we are so unpaid for what our department does for the most part. i think the unpaid has caused people to not do any more than needed since we are not giving any pay increases to match other agencies that do less than us	12/20/2018 5:51 PM
11	Can we go to a 4-day work week? I would consider it an additional form of compensation because I'd be getting 3-day weekends.	12/14/2018 4:18 PM
12	Concerned with cost of living increases and health insurance premiums increases and not getting any merit increases to compensate to get further on the pay scale.	12/13/2018 2:36 PM
13	Not even close to where I should be and they continue to bring new people in making almost what I make with about 1/25th of my skill set and knowledge. not 1/4 but 1/25th	12/12/2018 1:34 PM
14	It is what it is.	12/11/2018 11:41 AM
15	As a dispatcher with Amherst we are not JUST call takers. We are also Emergency Medical Dispatchers, & Warrant Officers.	12/10/2018 12:31 AM
16	we are the lowest paid then other surrounding counties	12/10/2018 12:16 AM

Amherst County Employee Survey

17	Other localities are paying more for my position.	
18	being an employee who works only night shift it seems we should get a shift differential to help compensate this shift	12/9/2018 2:27 PM
19	People are leaving everyday due to better pay and opportunities at neighboring departments	12/8/2018 7:10 PM
20	Paid raise would be great because we're Losing good Employees that are working themselves to the max just to make ends meet.	12/8/2018 4:08 PM
21	Not fair that an Als provider makes less than \$1/hr more than bls. Als are in charge of crew at all times, have much more responsibility and ride 80% of calls.	12/8/2018 11:16 AM
22	Well below standard compensation.	12/7/2018 4:06 PM
23	Merit raises are a thing of the past, so if you do well your not compensated for it. Cost of living is eaten up with rising health insurance costs so you still don't actually see a raise. Younger employees coming in at almost the same pay as an employee who's been here for ten or more years.	12/7/2018 1:34 PM
24	The market study currently being conducted will give us a better idea regarding compensation.	12/7/2018 1:31 PM
		12/7/2018 1:27 PM

Fiscal Year Compensation History - Amherst County						
FY	Pay Increase	Stated Reason	Details	CPI	CPI Shortfall	Cumulative Effect
FY2010	0%	N/A		1.5%	-1.5%	-1.5%
FY2011	0%	N/A		1.5%	-1.5%	-3.0%
FY2012	0%	N/A	\$1,500 bonus to all qualifying full-time employees - paid December 31, 2011	3.0%	-3.0%	-6.0%
FY2013	0%		5.75% increase to VRS Plan 1 employees to off-set additional VRS salary contribution.	1.7%	-1.7%	-7.7%
FY2014	3%	1% Cost of living-2% Merit		1.5%	1.5%	-6.2%
FY2015	0%			0.8%	-0.8%	-7.0%
FY2016	2%	Cost of Living-No Merit	Match State raises, effective September 1, 2015	0.7%	1.3%	-5.7%
			\$50,000 budgeted to partially address differences between actual salary and market averages for 16 positions in July 2016; an additional \$281,305 in budgeted funds were reallocated to adjust 87 positions in February 2017.			
FY2017	0%	Market Adjustments		2.1%	-2.1%	-7.8%
FY2018	2%	Cost of Living-No Merit		2.1%	-0.1%	-7.9%
FY2019	2%	Cost of Living-No Merit		1.9%	0.1%	-7.8%
			Ten Year Total Employee Effect		-7.800%	