

MARICOPA COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MINUTE BOOK

June 26, 2002

The Board of Directors of the Library District of Maricopa County, Arizona, convened at 9:00 a.m., June 26, 2002, in the Board of Supervisors' Auditorium, 205 W. Jefferson, Phoenix, Arizona, with the following members present: Fulton Brock, Vice Chairman; Andy Kunasek and Max W. Wilson. Absent: Don Stapley, Chairman; and Mary Rose Wilcox. Also present: Fran McCarroll, Clerk of the Board; Shirley Million, Administrative Coordinator; David Smith, County Administrative Officer and Paul Golab, Deputy County Attorney. Votes of the members will be recorded as follows: (aye-no-absent-abstain)

MINUTES

Motion was made by Director Wilson, seconded by Director Kunasek, and unanimously carried (3-0-2) to approve the minutes of meetings held on May 1 and 15, 2002.

PERSONNEL

Motion was made by Director Wilson, seconded by Director Kunasek, and unanimously carried (3-0-2) to approve the personnel agenda. (List on file in the Clerk of the Board's Office.)

SELL SURPLUS LIBRARY SHELVING

Motion was made by Director Wilson, seconded by Director Kunasek, and unanimously carried (3-0-2) to approve the sale of surplus library shelving, currently in storage at a paid facility, to The City of Safford for use in the Safford City/Graham County Library for \$6,000. Also, requesting approval to amend the budget increasing revenues and expenses by \$6,000. (C65020411) (ADM2800)

EMPLOYEE GAINSHARING PROGRAM - CONTINUED

Motion was made by Director Wilson, seconded by Director Kunasek, and unanimously carried (3-0-2) to approve the Employee Gainsharing Program for the Library District as authorized by the Maricopa County Employee Compensation Plan, Section VIII. (C35020136)

This item was continued.

INTERIM SALARY ADVANCEMENT POLICY – FY 2003

Motion was made by Director Wilson, seconded by Director Kunasek, and unanimously carried (3-0-2) to approve the recommended Interim Salary Advancement Policy – FY 2003 for the Library District. (C35020106) (ADM2808)

I. Purpose

The purpose of this policy is to establish guidelines for County and Judicial Departments/Special Districts to submit critical salary increases in FY2003 for Board approval.

II. Background

Maricopa County and Special Districts are committed to paying its employees a fair wage for the work performed. County and Judicial Departments/Special Districts have been given the discretion to manage their employees and their personal services budget as best fits the needs of the individual department. A salary advancement process has been established in the Employee Compensation Plan which allows increases in pay when performance and significant changes in

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market salaries warrant it. In the Judicial Human Resources Compensation Policy and Procedure, salary increases are accomplished through Reclassifications, Career Path Classifications and Step Adjustments, Performance/Merit Increases, Special Salary Adjustments, Equity Adjustments and Recognition Awards. These increases are allowed provided there is sufficient funding in the County and Judicial Department's/Special District's budget to support them.

Over the course of the last five years, Maricopa County/Special Districts have made a significant investment in employee salaries, and as a result, Maricopa County/Special Districts appear to have substantially attained their stated goal of being within five percent of midpoint on average.

The sudden downturn in the economy that began in early FY 2002, and which was exacerbated by the events of September 11, 2001, has resulted in a tight FY 2002-03 budget. No funding has been loaded into County and Judicial Department's/Special District's budgets for salary advancements. Due to the economic uncertainty, a hold on salary advancements is being implemented until the economy stabilizes.

III. Policy

The Total Compensation Department, Compensation Division will not accept any Salary Advancements with an effective date of July 1, 2002 forward, without prior approval by the Board of Supervisors/Board of Directors. A County and Judicial Department/Special District may feel a salary advancement is warranted for a member of their department/district. Special circumstances which merit consideration may include completion of probation or attainment of specialized training–certification-licensure for continued employment. If so, the County and Judicial Department/Special District may present an agenda item for Board approval.

Funding for such increases must be available within the County and Judicial Department's/Special District's existing budget. Availability of funding will be confirmed by the Office of Management and Budget. Requests for additional funding must be supported by documentation and discussed with the Office of Management and Budget prior to action by the Board of Supervisors/Board of Directors.

MEETING ADJOURNED

There being no further business to come before the Board, the meeting was adjourned.

Fulton Brock, Vice Chairman of the Board

ATTEST:

Fran McCarroll, Clerk of the Board