

MARICOPA COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MINUTE BOOK

August 18, 2004

The Board of Directors of Maricopa County Library District, Phoenix, Arizona convened at 9:00 a.m., August 18, 2004, in the Board of Supervisors' Auditorium, 205 W. Jefferson, Phoenix, Arizona, with the following members present: Andy Kunasek, Chairman, District 3; Fulton Brock, District 1; Max W. Wilson, District 4, and Mary Rose Wilcox, District 5. Absent: Don Stapley, District 2. 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 Wilcox, seconded by Director Wilson, and unanimously carried (5-0) to approve minutes of meetings held June 16, July 7, 12, and 20, 2004.

PERSONNEL AGENDA

Motion was made by Director Wilcox, seconded by Director Wilson, and unanimously carried (5-0) to approve Library District Personnel Agenda (Exhibit D). Exhibit D will be found at the end of this set of minutes.

FY 2004-2005 PERFORMANCE-BASED SALARY ADVANCEMENT PLAN AND INCREASE THE FY 2004-2005 BUDGET

Motion was made by Director Wilcox, seconded by Director Wilson, and unanimously carried (5-0) to approve the document, "FY 2004-05 Performance-Based Salary Advancement Plan". The provisions of this document supersede Section VI, Paragraph A of the Maricopa County Compensation Plan, entitled "Salary Advancements". Also, direct the Office of Management and Budget to increase the FY 2004-2005 budget for the Library District by fund as necessary in an amount not-to-exceed 4% of budgeted salaries and variable benefits by fund (excluding amount budgeted for positions with salaries defined by statute). (C49050106) (ADM2800-001)

FY 2004-05 Performance-Based Salary Advancement Plan
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Purpose:

The purpose of this plan is to recognize employees' performance in an equitable manner so that they will be motivated to continue to perform.

Background:

The compensation strategy described in this document is intended as an *interim measure* to facilitate moving to a more regular compensation funding and distribution system. While facing fiscal challenges during the last two fiscal years, Maricopa County nonetheless invested significant amounts in specific areas of compensation:

- Increased Employee health and dental premiums, including coverage of the employees' share of increase.
- Increased retirement contributions, along with a 3.9% general salary increase to allow employees to cover their share of increased contributions to the Arizona State Retirement System, resulting in no additional out-of-pocket costs for employees.

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- Critical market salary adjustments for specific positions, including Detention Officers, Deputies and Probation Officers.

However, during this period the County was not able to fund performance-based salary advancements on a general basis. In FY 2002-03, salary advancements were subject to a freeze, which was lifted in FY 2003-04 without provision of additional funding. As a result, inequities developed because employees received performance-based salary increases only if their department was able to fund the increase within its budget.

This plan will provide for performance-based salary adjustments this year in a manner that will reduce such salary inequities. All employees who received a performance-based salary increase during FY 2003-04 will be eligible for salary advancements in FY 2004-05, but on a lower tier from employees who did not receive such increases.

Applicability:

The guidelines and process outlined in this plan will apply to all performance-based salary advancements awarded in FY 2004-05. No performance-based salary advancements will be awarded outside of this process. Participation in this process is a condition for Board appropriation of funds. For elected and judicial branch agencies, the Office of Management and Budget may approve minor variances from specific guidelines in this plan if they are consistent with the overall direction, and there is no increased annualized budgetary impact.

Employee Eligibility:

- Employees will be eligible for performance-based salary advancements if they meet the following criteria:
- a) Employed on a full or part-time basis in classified, unclassified or contract status; temporary employees are not eligible.
 - b) Employed continuously in their current position/job title for at least one year as of the effective date of their salary advancement.
 - c) Have a current performance appraisal (completed within the last 12 months) on file in Human Resources as of the effective date of the salary advancement, with a performance rating of 3 (Meets or Base Performance) or higher.
 - d) May not be on initial or performance probation as of the effective date of their salary advancement.

Employee Award Guidelines:

Eligible employees will receive performance-based salary adjustments based on their current performance evaluation and the amount of any performance increases they received in FY 2003-04. All eligible employees will be assigned to the Higher Tier if they received no increase or increases of 3% or less in FY 2003-04; employees will be assigned to the Lower Tier if they received salary increases greater than 3%. The percentage increases outlined below will be applied to the employee's current base salary (unless the employee is over the maximum pay rate for their position):

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	Upper Tier	Lower Tier
FY 2003-04 Increase:	3% or Less	More Than 3%
FY 2004-05 Increase Up To:	6%	3%
Average Increase Not to Exceed:	4%	2%

Within a department and Tier, the highest percentage increase awarded to any employee with a specific performance rating must be less than the lowest percentage increase awarded to any employee with the next highest performance rating. For example, an employee in the Upper Tier with a rating of “3” may not receive a 5% increase if any other employee in the same department in the Upper Tier with a rating of “4” is to receive an increase of less than 5%.

Department Expenditure Caps:

The annualized cost of each department’s implementation plan for performance-based salary advancements may not exceed 4% of its budgeted regular salaries and associated variable benefits by fund (excluding amounts budgeted for positions with salaries defined by statute, such as elected officials).

Funding Allocation:

Departments’ appropriated budgets will be adjusted as necessary to fund implementation of approved performance-based salary adjustment plans, not to exceed 4% of budgeted regular salaries and associated variable benefits by fund (excluding amounts budgeted for positions with salaries defined by statute). The Office of Management and Budget will analyze the availability of funding within each department’s current budget in order to determine the appropriation adjustment amounts.

Effective Dates:

For initially eligible employees, salary advancements will be effective August 30, 2004. For employees who become eligible later in the fiscal year, effective dates may be at the beginning of the next pay period after their eligibility date up to June 30, 2005.

Approval and Implementation:

1. Departments will submit an implementation plan for all employees who are currently eligible or will become eligible during the course of the fiscal year.
2. Department implementation plans will list the amounts to be awarded to each initially eligible employee. Plans will also include a reserve to fund salary advancements for employees who will become eligible during the course of the fiscal year, based on an average projected increase of 4% of salaries and variable benefits for those employees. Department implementation plans will provide for all employees to receive their proposed adjustments as of their eligibility date (see above).
3. All department implementation plans will be submitted to Employee Compensation in a standardized spreadsheet file, for which a template will be provided. Copies of employee evaluations may accompany the spreadsheet file in order to document the ratings listed in the spreadsheet if required to update records in the Human Resources Department.

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4. Implementation plans will include information on percentage increases received by each employee in their current position/job title during Fiscal Year 2003-04 that were not related to a market adjustment validated by Total Compensation.
5. Total Compensation and OMB will review each department's implementation plan for completeness and adherence to the approved guidelines.
6. Once a department plan is approved, Total Compensation and Human Resources will work with departments to implement the salary advancements as soon as possible, with Board approval on the September 8 Personnel Agenda. Retroactive pay will be provided if adjustments cannot be implemented by the targeted effective dates.
7. OMB will determine and implement the appropriate budget adjustments necessary to fund approved plans.

SECOND AMENDMENT TO INTERGOVERNMENTAL AGREEMENT WITH CITY OF SURPRISE

Motion was made by Director Wilcox, seconded by Director Wilson, and unanimously carried (5-0) to approve the Second Amendment to an Intergovernmental Agreement between the Maricopa County Library District and the City of Surprise for operation of the Hollyhock Branch Library located at 15844 North Hollyhock (aka Surprise Branch Library). The term of this agreement shall be for one year from July 1, 2004, to June 30, 2005. The city shall reimburse the district quarterly for operating expenses in an amount not-to-exceed \$78,200 as outlined in Appendix A of the amendment. All other terms and conditions of the IGA shall remain in full force and effect. Approval is also requested amending the budget increasing revenues and expenditures in the amount of \$78,200. (C6503016202)

NAMING OF LIBRARY IN SUN LAKES THE "ED ROBSON BRANCH LIBRARY"

Motion was made by Director Wilcox, seconded by Director Wilson, and unanimously carried (5-0) to approve naming the Library District branch located at 9330 East Riggs Road, Sun Lakes, Arizona, as the "Ed Robson Branch Library." (C65050019) (ADM2800)

DONATIONS

Motion was made by Director Wilcox, seconded by Director Wilson, and unanimously carried (5-0) to approve the acceptance of the following donations and amend the budget increasing revenues and expenditures in the amount of \$705. Grant revenues are not local revenues for the purpose of the constitutional expenditure limitation, therefore, expenditures of these revenues are not prohibited by the budget law. This budget adjustment does not alter the budget constraining the expenditures of local revenues duly adopted by the Board pursuant to ARS §42-17105. (C65050020) (ADM2800)

- Four paperback books from Heidi Knapple to the Laveen Branch Library valued at \$27.80
- Summer Reading Program incentives from the Litchfield Park Friends valued at \$771.97
- 53 paperback books from Lupe M. Ramirez valued at \$208.50 to the Litchfield Park Branch Library

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- \$5 cash from Vera Ballard to the Laveen Branch Library
- \$25 cash from the American Association of University Women Northwest Valley Branch to the Northwest Regional Library's children's section
- Refreshments, summer reading incentives, display materials, subscriptions, programs and materials valued at \$1,222.16 donated by the Fountain Hills Library Association to the Fountain Hills Branch Library
- Books on parenting valued at \$5,595.69 donated by Vicki Catlett-Newby to the Library District
- Books, audio books and videos valued at \$272.75 donated by Sandy Edwards to the Southeast Regional Library
- Books valued at \$60.60 donated by Deana Church to the Southeast Regional Library
- \$650 donated by Wallace, Plese and Dreher to the Southeast Regional Library; Videos valued at \$105 donated by Josephine Lazarus to the Southeast Regional Library
- \$25 donated by Ronald and Marsha Davis to Bookmobile/Outreach Services

MEETING ADJOURNED

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

Andrew Kunasek, Chairman of the Board

ATTEST:

Fran McCarroll, Clerk of the Board