



BOARD OF COUNTY COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING
102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

TUESDAY, JUNE 4, 2024 AT 9:00AM
T. PAGE THARP BUILDING
KINCHAFOONEE CONFERENCE ROOM
WWW.LEE.GA.US

FINANCE COMMITTEE
MEETING MINUTES

COUNTY COMMISSIONERS

Luke Singletary, Chairman
Chris Guarnieri, Vice-Chairman
Dennis Roland, Commissioner
Billy Mathis, Commissioner
George Walls, Commissioner

District 2
District 4
District 1
District 3
District 5

COUNTY STAFF

Christi Dockery, County Manager
Kaitlyn Good, County Clerk
Jimmy Skipper, County Attorney

The Lee County Board of Commissioners met for a Finance Committee meeting on Tuesday, June 4, 2024. The meeting was held in the Flint Conference Room of the Lee County T. Page Tharp Governmental Building in Leesburg, Georgia. Those present were Commissioner Chris Guarnieri, Commissioner Dennis Roland, Commissioner Billy Mathis, and Commissioner George Walls. Luke Singletary joined via Microsoft Teams at 9:10am. Staff in attendance was County Manager Christi Dockery and County Clerk Kaitlyn Good. The meeting was called to order at 9:00am.

CALL TO ORDER

- (A) Conference call with Jim Battigaglia, President of The Archer Group.
Mr. Battigaglia joined the meeting via Microsoft Teams.

Mr. Battigaglia summarized the history of The Archer Company, stating their primary focus is developing classification and compensation plans for public sector organizations. Comparable projects include those for Bulloch County, DeKalb County, Fulton County, Newton County, Spalding County, and the City of Albany. Mr. Battigaglia then summarized the methodology of the salary study, stating their objective compensation systems are developed by integrating two sets of data: formal job evaluations and formal wage and salary surveys.

As part of the job analysis process, employees completed Comprehensive Position Questionnaires (CPQs), management reviewed the CPQs, Archer Company received the CPQs, the County also submitted organizational charts, current descriptions, and current pay plan and payroll data, and finally, the Archer Company interviewed Department Heads. The Archer Company evaluated the following factors that are common to all jobs: Data Utilization, Human Interaction, Machinery, Tools, Equipment Use, Verbal Aptitude, Math Requirement, Physical Requirements, Reasoning and Decision-Making, Education and Experience Requirements, Span of Control, Budgetary Impact, Planning Timeframe, and Environment.

For the salary study, the Archer Company and County defined competitive peer market and defined and surveyed a large set of "Benchmark" jobs to be included in salary survey. These benchmark jobs are those that are likely to be found in similar organizations, are fairly stable in content, and examined different types of jobs, at varying pay and responsibility levels. Approximately 50 benchmark jobs were selected for the salary study including directors, managers, supervisors and line workers.

Data from the following comparable participants were examined: Bryan County, Colquitt County, Dawson County, Dougherty County, Harris County, Habersham County, Lumpkin County, Madison County, Oconee County, Pickens County, Tift County, the City of Albany, and the Economic Research Institute Survey. Mr. Battigaglia stated that the County's current pay structure lags the market for the majority of the benchmark jobs.

Market salary estimates were integrated with internal job evaluation points and a regression analysis and correlations were calculated. These results were used to develop the County's pay plan, which is established at 100% of the market data. The Archer Company developed a pay plan with 23 active pay grades, with a 50% spread from pay grade minimum to pay grade maximum. Jobs are assigned to the pay grades based on assigned job evaluation points.

(B) **Discussion of the salary study.**

Mr. Battigaglia stated that the cost to assign employees to each respective pay grade would be approximately \$406,000.00. Three (3) proposed implementation scenarios were discussed:

SCENARIO 1 - YEARS OF SERVICE ADJUSTMENT	
Years of Service	Adjustment
< 1	Minimum
≥ 1 < 2	Min + 3%
≥ 2 < 3	Min. + 6%
≥ 3 < 4	Min. + 9%
≥ 4 < 5	Min. + 12%
≥ 5 < 6	Min. + 15%
≥ 6 < 7	Min. + 18%
≥ 7 < 9	Min. + 21%
≥ 9 < 10	Min + 24%
≥ 10 +	Midpoint

SCENARIO 2 - YEARS OF SERVICE ADJUSTMENT	
Years of Service	Adjustment
< 1	Minimum
≥ 1 < 3	Min. + 5%
≥ 3 < 5	Min. + 10%
≥ 5 < 7	Min. + 15%
≥ 7 < 10	Min. + 20%
≥ 10 < 12	Min. + 25%
≥ 12 < 15	Midpoint
≥ 15 +	Mid + 5%

SCENARIO 3 - YEARS OF SERVICE ADJUSTMENT	
Years of Service	Adjustment
< 1	Minimum
≥ 1 < 3	Min. + 3.5%
≥ 3 < 5	Min. + 7%
≥ 5 < 7	Min. + 10.5%
≥ 7 < 9	Min. + 14%
≥ 9 < 11	Min. + 18.5%
≥ 11 < 13	Min + 21%
≥ 13 < 15	Min + 24.5%
≥ 15 +	Midpoint

Implementation costs would be as follows: Scenario 1 would cost \$1,349,000.00, Scenario 2 would cost \$1,499,267.71, and Scenario 3 would cost \$1,187,130.27.

A concern was raised about departmental equity. Namely, if awarding a pay amount based on longevity, as suggested in the report. Specifically, if there are two individuals within one department that have been with that department for roughly the same length of time, but one of the employees was with another department for a time before starting here, their pay could look drastically different for essentially having the same amount of departmental experience. Mr. Battigaglia stated that if the past experience was for comparable work in a comparable position, that employee should get credit for that work; however, if the job duties are completely different, then when it comes to the salary study and implementation, the employee should not get credit for the longevity in the previous department.

Commissioner Mathis asked Mr. Battigaglia to redo the salary study, removing data from the City of Albany, to which Mr. Battigaglia replied that he would. Tax Commissioner Susan Smith asked if it would be factored in for her staff that they are cross-trained whereas some other Tax Commissioners offices have departments. Mr. Battigaglia stated that that was where the job evaluations came into play.

Commissioner Roland asked if cost of living for larger areas was taken into consideration for the market data, to which Mr. Battigaglia replied that comparable areas were examined. A question was raised on the factor of "Human Interaction" and how it is determined for each job position. Mr. Battigaglia responded that factor is based on answers on the questionnaire.

EXECUTIVE SESSION

NONE

PUBLIC FORUM

Citizens will be allowed to address the Board of Commissioners regarding any issues or complaints. Individuals should sign up prior to the start of the meeting.

No citizens took part in the Public Forum.

With no further comments or questions from the audience, the Public Forum was closed.

ANNOUNCEMENTS

(A) The next regularly scheduled County Commission Meeting is **Tuesday, June 11, 2024 at 6:00pm.**

ADJOURNMENT

The meeting adjourned at 10:30AM.

CHAIRMAN

ATTEST: _____
COUNTY CLERK

Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

Persons with special needs relating to handicapped accessibility or foreign language interpretation should contact the ADA Coordinator at (229) 759-6000 or through the Georgia Relay Service (800) 255-0056 (TDD) or (800) 355-0135 (voice). This person can be contacted at the T. Page Tharp Building in Leesburg, Georgia between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, except holidays, and will assist citizens with special needs given proper notice of seven (7) working days. The meeting rooms and buildings are handicap accessible.