



February 15, 2018 REDA Executive Board Meeting Minutes

Called to order by Chairman Rudometkin @ 1105, determined to have a quorum.

Present:

Rick Rudometkin
Mayor Burch
Vernon Asbill
Sandy Farley

REDA Executive Director Robbie McCormick
REDA Operations Manager Bambi Kern
REDA Training Coordinator Melissa Wooten
REDA H/R Admin. Assistant Kirstene Campbell
REDA QA/QI Skylar Calicoat
REDA IT/CIO Gary Romine
REDA Acting Supervisor Megan Headrick

Absent: Jon Henry, Jim Townsend, Aubrey Hobson, John Ross Null

Approval of February 15, 2018 Agenda: No additions or deletions to be made.

Motion made to approve agenda by Vernon Asbill, seconded by Mayor Burch. All in favor, motion carried.

Approval of the January 18, 2018 REDA Executive Board Meeting Minutes:

Motion made to approve minutes by Vernon Asbill, seconded by Sandy Farley.

Agenda Items

1. Financials Report/ Budget

- a. January Financial Statements, Actuals & Invoices: Director McCormick addressed email from Chris Simons to the board. Advised there may be some adjustments to invoices but having to go back several years, on \$6000 are still being reviewed. Line item adjustments have been made based on last month's resolution.
Chairman Rudometkin asked if REDA was on track to finish at 100% of the budget?
Director McCormick advised yes, REDA would be on track. Director McCormick also advised that the \$6000 would be a decrease 60/40, not an increase.
Motion made to approve by Mayor Burch, seconded by Vernon Asbill. All in favor, motion carried.
- b. Auditors Report 2017 Financial Statements: Director McCormick advised there was a book in front of their packets that is the released copy of the audit from the state auditors office. There was one finding, which is basically a timing issue because they wanted the cash basis and they were given accrual basis. Director advised this would not be an issue moving forward.
Chairman Rudometkin advised good job on the audit and resolution. Chairman advised he is very pleased with the results. Chairman also advised that the County had three, one is this one for REDA. Vernon Asbill advised he liked seeing that all issues have been resolved, and there were not significant weaknesses.
Motion made to acceptance of the financial audit made by Vernon Asbill, seconded by Sandy Farley. No further discussion. All in favor, motion carried.
- c. REDA Proposed 2019 Budget – 1st Board Review – Initial due to County March 1, 2018: Director McCormick advised there are three documents, the first is the proposal for 2019, the second page is the three-year comparison that Kirstene built, and then the payroll break down. Director McCormick advised she tried to be very specific so that everyone knows exactly what comes from which line item. There is a recode with more simplified manner, without the lettering, but the categories are basically the same, and some items have been split out.
Jon Henry arrived at meeting.
Director McCormick advised there was also an adjust for health insurance and other income, since all

there is at this time is record requests, and there is no way to predict that amount, and it will have to be adjusted in June 2019.

Kirstene Campbell advised that at this time we are unsure how much the insurance will increase, the numbers on the payroll worksheet were set at 2.5% because there is conversations going on regarding a 1-5% increase.

Sandy Farley asked who the insurance carrier was.

Kirstene and Director McCormick advised it was through the state.

Sandy Farley advised that she would be surprised if it will be that low.

Kirstene Campbell advised that each year it has increase by 1% since she had taken over the admin. Assistant office, but at this time they are refusing to give a definite number.

Director McCormick advised due to the size of the pool their rate increases are usually lower.

Sandy Farley asked about the pay increase.

Director McCormick advised that they went through and determined who had not had a pay increase in the last few years, and retro'ed back to that time, and included a grade step increase with their time in service.

Sandy Farley asked about going back to when salaries were held, and asked why since it would seem to negate the point in not having the increases at the time.

Director McCormick advised not giving actual retro pay, just increasing their pay at the current time to where they should be, had they received the raises before.

Sandy Farley advised that would negate the purpose of freezing the raises.

Director McCormick advised she is not trying to go back, just raise them up to where they should be, if the money is there.

Sandy Farley mentioned giving the raises from now on, but not including all three years, and asked if Director McCormick was expecting a windfall of money this year.

Director McCormick advised that she is asking for compensation for very good work is all.

Chairman Rudometkin asked what the cost is to give raises for just this fiscal year?

Director McCormick advised she did not bring a sheet to show the comparison for a one-year increase.

Chairman Rudometkin advised he has never retro'ed back for the raises if they had been frozen for a year, but it would be helpful to see the amount for one year. Chairman also asked about the OT line item, advised there was no comparison for 17 and 18.

Director McCormick advised that it had been consolidated under payroll.

Vernon Asbill advised it looks like Director is requesting a \$326,000 increase in budget of which increase in salary line item is \$350,000, the increase is directly in proportion to salaries?

Director McCormick advised yes, some other areas have been reduced.

Chairman Rudometkin advised he would like to see the one year.

Mayor Burch advised the salary category goes up by 22% so his answer would be no.

Chairman Rudometkin advised Director McCormick she would most likely get a no from everyone on the retro pay, advised however there is nothing stopping her from getting the budget done and the raises approved, and it isn't stopping her from bringing a special budget item to ask for the retro payment.

Director McCormick advised she would take the payroll back to the original and then move forward.

Chairman Rudometkin advised to add one year, then ask for retro payment, as a special item if she so chooses.

Mayor Burch advised he is in agreeance with what the Director would like to do, but the number needs to be cut down a little. Mayor Burch asked the board to give Director McCormick an idea of what would be acceptable today, so she can move forward, advising that 10% is not the normal or acceptable, but instead of making the Director guess what number to bring that the board should give her guidance on what is going to be acceptable.

Discussion had regarding increase in personnel, and how the steps are achieved.

Chairman Rudometkin asked Director McCormick when she had her last pay increase.

Director McCormick advised that as a Director she has never received an increase, it will be three years on March 29.

Chairman Rudometkin advised that is why he had her put money in for her. Advised that Director McCormick and OM Kern should be rewarded as well.

Director McCormick asked what the suggestions were for them, since their scale is a little different than the employees.

Vernon Asbill advised Director McCormick to do some research on cost of living, if any increases that you offer would include a cost of living maybe 1.5-3.5% and compare step increases for regular and then possible the merit as well. Vernon asked that the Director bring in justification for the cost of

the state returns and it pushes to their reports, which has helped with productivity, this is now doing what we have been saying it would. This will decrease their overtime and stress.

Gary Romine added in that the biggest thing they are working on now are the UCR codes.

Sandy Farley advised she spoke with Chief Roberts, and he said it was very good working with Gary and OM Kern.

c. January Authority Overview & Statistical Information: Director McCormick advised she does not have the information this month, advised that QA/QI Calicoat has been working very hard to set up the quality assurance, and did not want to mess up anything they were working on. Next month there will be two months' worth to review. The quality assurance is important so they can begin doing reviews and quarterly reviews to validate the annual reviews.

d. REDA Personnel Policy Revision – Tabled for February – Reminder for Edits February 1, 2018: Director McCormick advised no other edits were received.

Sandy Farley advised that she did find a few things, one of which is that money does not belong in HR and some other things she did not agree with. Sandy requested that the policy review be brought to another meeting.

Chairman Rudometkin advised to move the policy to April for the final review approval.

Motion made to table the policies until April by Sandy Farley, seconded by Mayor Burch. All in favor, motion carried.

5. **Ordinances:** None.

6. **Legislative:** None.

7. **Resolutions:** None.

8. **Agreements/Contracts / MOU's:** None.

9. **Consent Agenda:** None.

10. **Public Comments / Announcements:** None

11. Board Member Comments:

Mayor Burch – No comment.

Vernon Asbill – Since Mayor has elected not to run for re-election this could be last meeting, would like to express appreciation to his dedication to the REDA board.

Jon Henry – Expressed appreciation to Mayor Burch as well.

Sandy Farley – No comment.

Chairman Rudometkin – Wanted to speak about the Brine Well legislation, the City of Carlsbad advised they will commit to 4 million, County of Eddy also to commit 4 million to fill the hole. The State was going to do 34 million, and it will take 2-3 years to fill this hole, but now the State has passed it for 30 million so the last 4 million will need to come from somewhere else. Advised he is hoping that this will pass, and mentioned that Representative Townsend is doing a lot of work up in Santa Fe. Chairman also advised to the Mayor, that he knew how he feels about him and he appreciates the Mayor, and the Mayor will be missed. Chairman advised, Thank you Mayor for your dedication to REDA and the City of Artesia.

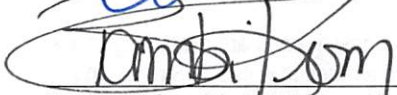
12. **Closed Meeting:** None

13. **Next Board Meeting is scheduled for March 15, 2018 at 1100 hours / Artesia Council Chambers.**

14. **Adjourn meeting:** Motion made to adjourn by Sandy Farley, seconded by Jon Henry. All in favor, motion carried.


Rick Rudometkin, Executive Board Chairman (or designee)

3-19-2018
Date


Robbie McCormick, REDA Executive Director (or designee)

3-19-18
Date

living increase, and that would be acceptable for him.

Director McCormick asked if a special meeting would need to occur prior to March 1st so that the board has a chance to review prior to the budget going to the county?

Chairman Rudometkin advised he would ask to make sure, and to move on with other questions for time being.

More discussion had regarding the change in a few of the line items, including Motorola contracts, which changed due to paying a full year of maintenance compared to only a few months like the current budget year, and what is all included in the contracts for Motorola.

Sandy Farley pointed out that one part of the payroll budget worksheet shows 2017 increase with percentage asked about it.

Director McCormick advised that she believes that column was from the last payroll sheet.

Kirstene Campbell advised it was her mistake, that she did not remove the two columns for increase over 2017 and the percentage.

Discussion had regards to possibly having a special meeting, no date could be decided on.

Mayor Burch asked when the County's final budget would need to be approved.

Rick Rudometkin advised the budget goes to the board two times for final approval, first meeting in March is the 13th.

Mayor Burch advised to present it as the 2.3 million, and that number will be lower when they come back, but it takes the pressure of rushing away, and the current number can be just plugged in.

Chairman Rudometkin advised it would be a savings if the board approves.

Mayor Burch advised the city can also go on the high side, their first meeting isn't until early April.

Chairman Rudometkin advised their meeting would be on the 13th and the 20th of March and then one in April.

Director McCormick asked if she could send Roberta this, even though it will change, and then just send the changes over to Roberta as well. Advised the next REDA meeting is March 15th.

Mayor Burch advised that if a second stab at the budget on the 15th, and come back a week later that would be fine.

Chairman Rudometkin advised he could take it then to the second commission meeting on the 20th of March.

Director McCormick advised she would attempt to make it acceptable the second time around to keep the timing in line.

Chairman Rudometkin advised you have direction from the board.

Director McCormick advised she needs to look at merit and COLA information for the increases.

Sandy Farley asked to be added to the list of people she would be emailing.

Director McCormick asked if this item needed to be tabled.

Chairman Rudometkin advised it was a review only, not a table. No vote required.

2. Expenditures Review/ Emergency Business Approval: None.

3. Operations Committee Meeting Decisions and Recommendations: None. – They did meet, and did have a quorum, at this time there are no minutes, but there were also no items.

4. Director Comments / Announcements / Reports

a. January Personnel Report: Director McCormick advised Emely Ponce was the employee of the month, one supervisor who has requested to retain her PST position but stepped down from the Supervisor position, and as of right now have four acting supervisors. Director McCormick advised the acting Supervisors are going through a longer process than normal, and this will allow each of the acting to go through the process to receive exposure and experience. When the Supervisor positions are promoted, it will be for all four open Supervisor positions.

No questions from the board.

b. January Operations and Information Technology Report: Gary Romine advised it has been crazy but exciting, advised they have been assisting City of Artesia with phones, MDTs, and other items. At this time almost every city officer has a MDT for their vehicle, and they have been working with Chief Roberts to make it easier for them, considering the tracks ticketing for electronic citations. Gary also advised they have also helped with Loving, and they should be going live next week. Gary advised OM Kern could discuss the meeting regarding ERS and ECSO, they have been building a lot of reports and providing information that they needed.

OM Kern advised they had a meeting with ECSO and they seem to have a new fire and are ready to go back onto P1, the prior concerns have already been addressed. There was also a meeting with ECFS regarding ERS, and trying to get the ball rolling. One of the things that Artesia loved about the MDT's is they can see