

**TOWN OF MAXTON
BOARD OF COMMISSIONERS SPECIAL MEETING
APRIL 8, 2021 10:00 a.m.
Minutes**

The Board of Commissioners of Maxton, North Carolina met in formal session in the meeting chambers of the Town of Maxton Town Hall located at 201 McCaskill Avenue Maxton, North Carolina at 10:00 a.m.

In attendance were: Mayor Paul G. Davis, Mayor Pro Tem Virgil Hutchinson, Commissioner Toni Bethea, Commissioner Elizabeth Gilmore, Commissioner Paul McDowell, and Commissioner Victor Womack.

Staff Present: Interim Town Manager Angela Pitchford, Police Chief Na'Shayla Nelson, Finance Director Myra Tyndall, and Town Clerk Michael Cousar.

Call Meeting to Order- Mayor Paul G. Davis

Invocation: Commissioner Gilmore

Does any member have any known conflict of interest and appearances of conflict with respect to any matter coming before the board today? If so, please identify the conflict and refrain from any participation in the particular matter involved. NONE

Adoption of Proposed Agenda

Mayor Davis requested a motion to adopt the proposed agenda. Mayor Pro Tem Virgil Hutchinson made the motion and it was seconded by Commissioner Womack. The vote was unanimous and the motion carried.

Old Business:

- a) Presentation on Town of Maxton Job Study – David Hill

Mr. David Hill a management analysis for Piedmont Triad Council of Government briefed the Council on a Pay and Classification job study he conducted for the Town of Maxton from the 11th through 13th, January 2021. Through conducting zoom meetings with employees and on-sight interviews, PDQs filled out by employees, and the use of market data he collected and analyzed is how Mr. Hill came up with his initial findings and recommendations for the job study. The Market data collected and analyzed came from the local government of Aberdeen, Hope Mills, Red Springs, Bennettsville, Laurinburg, Lumberton, Hamlet, Pembroke, Elizabethtown, Robeson County, and Scotland County. Mr. Hill initial findings showed that the Town of Maxton had no effective salary administration process and that the pay plan presented to him was outdated and not being utilized, employees in the same position earn the same salary, regardless of Years of Service (YOS), education, certifications, and experience, all employees are performing multiple jobs, and that the Town of Maxton is paying its employees less than 100% of the market. Mr. Hill's recommendation were for the Town to utilize the YOS factor to address salary compression and create a new pay plan for its employees. YOS factor provides the percentage increase above the pay grade minimum salary, which when applying the correct percentage would create a sufficient separation between employee pay by years of experience. Mr. Hill provided the Council with three (3) options to help the Town address its salary compression and separate salaries for longer serving employees from relatively new employees earning the same pay. Option 1 is to assign each position to the

grade matching 100% of the market average, Option 2 is to assign each position to the grade matching 85% of the market average, and Option 3 is to assign each position in Law Enforcement to the grade matching 100% of the market and 85% for all other employees utilizing the YOS factor for each option. He inform the Council for him to complete his Pay and Classification Job Study he would need their guidance on how to proceed with the findings and recommendations he has provided. Mr. Hill recommendations were to implement the 100%/85% option, consider future approval of additional classifications providing advancement opportunities for employees, consider an appropriate salary adjustment for the 13 employees that would receive no adjustment under the 100%/85% model, and consider different implementation strategies to reach your goal.

Commissioner Womack asked if we go with the 100% grade match and the budget does not sustain it what do you do and Mr. Hill said that is the information I need from you and the reason I have supplied you with 3 options.

Commissioner Womack asked if the Town would have to pay benefits to part-time workers. Mr. Hill stated that you only have to pay them minimum wage.

Commissioner McDowell said if you want to do the adjustments for part-time we want to save money and still get the job done and make the employee's happy at the same time.

Finance Director Myra Tyndall asked Mr. Hill if he needed an answer today because she wanted to get with the Interim Manager and work-up option 3 and present it to the Board. Mr. Hill said he did not need the answer today.

Mayor Davis said part-time employees are important because they fill a vital role for the Town and we want to take care of them as well. Mr. Hill said that is why he included part-time workers in all his options.

Mayor Davis said we have a pay plan that we are not using and how do we prevent this from happening again. Mr. Hill said your pay plan should become a part of you budget, so when your budgeting plan to add for the pay plan increases also.

Mayor Davis asked if there was a provision in the pay plan for merits. Mr. Hill said to use a merit system it has to be ethical and every supervisor would have to use the same criteria in using it.

Finance Director Myra Tyndall asked Mr. Hill if he did an analysis on all the employees. Mr. Hill stated he did an analysis on all the employees and would forward her his spreadsheet.

Mayor Davis asked the Finance Director to work-up option 3 from the Pay Classification Job Study and if Council wanted to add it back on the agenda at its next meeting on April 20, 2021.

The Commissioners voiced that they needed to meet before the next meeting.

Finance Director Myra Tyndall said she could have the information available for the Board of Commissioners by Wednesday April 14, 2021.

Mayor Davis requested a motion for Special Meeting in the chambers of the Town of Maxton Town Hall located at 201 McCaskill Avenue Maxton, North Carolina at 11:00 a.m. on April 14, 2021, to consult with the Finance Director on Option 3 of the Pay Classification Job Study. Commissioner McDowell made the motion and it was seconded by Commissioner Bethea. The vote was unanimous and the motion carried.

ADJOURN

Mayor Davis request a motion to adjourn the board meeting. Commissioner McDowell made the motion and it was seconded by Mayor Pro Tem Hutchinson. The vote was unanimous and the motion carried.



Mayor, Paul G. Davis



Town Clerk, Michael D. Cousar