

RECORD

PERSONNEL COMMITTEE

7.30.2012, 9:30 a.m., Little Rock Headquarters

The meeting was called to order by the Chair, Commissioner Hammons, who noted the presence of members Commissioners Faris, Shipp, and Lamberth, and of Commissioners Pickard, Engstrom, Frazier, Campbell, and Malone. Also present were Director Woosley, Auditor Brown and staff members Baldrige, Vick, and Basham.

The first item on the agenda was the election of officers. In a motion by Commissioner Hammons, seconded by Commissioner Faris, Commissioner Shipp was nominated for the position of Committee Chair. The motion passed without dissent. In a motion by Commissioner Hammons, seconded by Commissioner Faris, Commissioner Lamberth was nominated for the position of Committee Vice Chair, which passed without dissent.

Director Woosley brought forth the matter of the compensation of the Licensing Manager. Discussion followed, with the Committee members noting that the newly promoted Manager, whose work has resulted in significant efficiency and order in the section as well as the reduction of the needed number of licensing specialists from three to two. It was noted that the previous two Licensing Managers were compensated at \$48,000 annually. By motion of Commissioner Faris, seconded by Commissioner Lamberth, the payment of the same salary to the new Licensing Manager the same amount as the previous two holders of that position was approved without dissent.

Internal Auditor Brown noted that he had met with Director Woosley and they had agreed to trade the previous C112 position utilized for the assistant to the Internal Auditor for an upgrade C122 position. He said he hoped to fill the position with another CPA or a highly experienced individual. He said he would crosstrain the person to perform many of his tasks. He noted a plan by his predecessor to hire part-time employees and that he recommended instead converting this position to another full-time auditor, lessening the chance of need for the additional employee(s). He said that the level of salary made possible in the new position was intended to make the position attractive to a CPA, which he said he preferred. It was discussed that the hire be asked to prepare for and sit for the CPA certification. He said that he wanted also to allow a say for the Audit and Legal Committee prior to final approval. A salary above midpoint would be brought back before the Committee prior to hiring. Commissioner Engstrom commented that the \$55,000 midpoint would be the low end for acquiring a CPA, based on his firm's recent hiring experience. By motion of Commissioner Lamberth, seconded by Commissioner Faris, the Committee approved without dissent moving the position from the C112 to the C122 and up to a midpoint salary, pending approval by the Audit and Legal Committee.

There being no further business, the meeting was adjourned.