



Stacy Steffensen, Commission Department Director

Brookings County

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STAFF REPORT

Agenda Items:

- Dept Head Reports: Bart will present the 2015 jail statistics.
- Finance Office Report: There are several 'be it noted' items under the Finance Office Report. Vicki has provided a staff report for each item.
- Weed Bids: Bids were opened on March 3rd. The bid tab sheet is included in the packet.
- Bogue Agreement: This is an agreement to retain attorney Steve Bogue to conduct our union negotiations. The current union contracts expire at the end of 2016. As we start budget discussions this summer, it would be best to have these negotiations decided in case there are budget impacts that will have to be considered. Mr. Bogue has conducted negotiations for Brookings County in the past.
- SDSU Extension MOU: The only change from 2015 is the salary amount, up from \$17,780 to \$18,320. We did budget for the \$18,320 in 2016 and I believe that claim will be approved at the March 22nd meeting as well.
- Jail Committee Resolution: This resolution formally establishes our Jail Advisory Committee. We are currently advertising for the citizen positions on this committee.
- Wage Grade Change: Laura and I reviewed the salary study done last year by First District. Because Brookings County is unique in that it has a combined Auditor's and Treasurer's office, there aren't exact comparable positions to the Deputy Finance Officer position. We looked at the Deputy Auditor and the Deputy Treasurer positions in Brown, Codington, Hughes, Lincoln and Meade Counties. We increased the wages by 2% from the 2015 salary study amounts that were given to account for a slight cost of living increase.
 - Deputy Auditor
 - Brown \$47,184 4 years' experience
 - Codington \$40,274 (Payroll Clerk position)
 - Hughes \$40,800 31 years' experience
 - Lincoln \$45,900 11 years' experience
 - Meade \$42,840 16 years' experience
 - Deputy Treasurer
 - Brown \$47,184 32 years' experience
 - Codington \$44,107 16 years' experience
 - Hughes \$42,534 24 years' experience
 - Lincoln \$48,144 19 years' experience
 - Meade \$36,720 (not listed)

The position is currently at a wage grade 7 with a range from \$40,832-\$51,040. Vicki is asking for the position to be moved to a wage grade 9--\$47,187-\$58,983. The range for a wage grade 8 is \$43,894-\$54,868.

Deputy Finance Officer, Kristen Witchey, has been with the county for approximately 10 years and has been in her current position for about a year and a half. Her current hourly rate is \$22.11 (\$45,936), which puts her at the mid-point of the wage grade 7 range.

Laura and I have discussed this and have concluded that there are many aspects of this position that match the responsibilities of the Deputy Director of Equalization. This position oversees a staff of 6 in the absence of the Finance Officer and has responsibility for the Total Vote program, which is a specialized web-based program for voter registration, ballot creation and absentee voting. There are several election-related workshops/training sessions that Kristen must attend. This position is also responsible for hiring and training temporary election workers to help with absentee voting. Kristen also hires and trains all of the vote center workers—about 70-80 individuals. Additionally, payroll is done every other week in between the rest of these responsibilities.

Vicki's request is to go up two wage grades, which isn't something that has been done in the past. However, it would put the position in the same wage grade as the Deputy Director of County Development and the Deputy Director of Equalization. An option would be to wait until 2017 where the change could be worked into the budget. The annual salary change for 2016 would go from \$45,936 at a wage grade 7, to \$46,592 at a wage grade 8 (a prorated increase of \$437.33 if made effective 4/1/16) or \$47,187 at wage grade 9 (a prorated increase of \$834 if made effective 4/1/16).

- Vote Center at SDSU: The letter that we addressed to the Student's Association President in June of 2015 is included in the packet. Kristen and I have not heard from anyone on campus since the letter was sent. Now that we're back into an election year, a decision needs to be made if we're going to pursue trying to find a location or not.
- Work Session: The Strategic Plan and Work Plan information is included in your packet.

Director's Report:

- We are currently advertising for the following volunteer board appointments: Housing & Redevelopment-1, 5-year position; Planning & Zoning Commission-1 position to fill a remaining term through the end of the year, must reside in District 2 (Laketon, Preston, Eureka, Winsor, Oakwood or Sterling Townships); and Jail Expansion Committee—2 positions. We will have the appointments on the April 5th agenda for board approval.
- Updated General Fund Surplus Analysis information is included with my report.
- The Notices of Award for the 4 preliminary engineering grants the county was awarded are included in my report. These are just informational at this time. They SDDOT will be sending funding agreements at a later date that will require board action.
- The most recent SDACC Legislative Update is included in your packet.
- Kris Jacobsen with the SDACC provided an estimate on the amount each county will receive with the passage of SB2—the alcoholic beverage fund distribution bill the Governor recently signed. Brookings County's estimate of new revenue is \$124,624.31.
- As spring approaches, the board needs to discuss what to do about the concrete by the south door of the County Resource Center.

Upcoming Dates:

- Wednesday, March 23rd: Quarterly meeting of the Sioux Valley Commissioners Association at 12:00 p.m. at the Brookings City & County Government Center.
- Tuesday, March 29th: Meeting regarding 468th Avenue with SDDT staff at 10:00 a.m. in the Community Room of the Brookings City & County Government Center.

Thank you,

A handwritten signature in cursive script that reads "Stacy Steffensen". The signature is written in black ink and is positioned above the typed name and title.

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota