

AGENDA ITEM # 14

July 1, 1997

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Consider granting preliminary plat approval to Little Bear Tracts Subdivision.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To grant preliminary plat approval to Little Bear Tracts Subdivision.

Vote: Motion carried 4 - 0 With Commissioner Heiligenstein absent from the dais.

AGENDA ITEM # 15

July 1, 1997

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Hold public hearing on re-plat of Lot 5, Tri-View Estates.

At 10:30 a.m. Judge Doerfler announced public hearing on re-plat of Lot 5, Tri-View Estates open.

County Engineer Joe England addressed the court while answering all questions.

At 10:33 a.m. Judge Doerfler announced public hearing on re-plat of Lot 5, Tri-View Estates closed.

AGENDA ITEM # 16

July 1, 1997

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Consider granting final plat approval to the re-plat of Lot 5, Tri-View Estates.

Moved: Commissioner Mehevec

Seconded: Commissioner Boatright

Motion: To grant final plat approval to the re-plat of Lot 5, Tri-View Estates.

Vote: Motion carried 5 - 0

AGENDA ITEM # 17

July 1, 1997

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Consider granting variances for Twin Creek Hollow Subdivision, County Road 255A. (Reg no. 5.6, 5.8, B.3.1.2, B.3.1.3, B.3.1.5, B.9.4, and 10.4.1)

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To grant variances for numbers 1,2,3,4 and 6 with a 10 year flood plain for Twin Creek Hollow Subdivision, County Road 255A.

Moved: Judge Doerfler

Seconded: Commissioner Mehevec

Motion: To grant variances for numbers 1,2,3,4, and amend #6 with a 25 year flood plain instead of 10 years.

Commissioner Mehevec withdrew his second to the motion

Agenda item tabled until July 8, 1997.

AGENDA ITEM # 18

July 1, 1997

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Consider approving proposal for analysis of classification and compensation for employees of the Sheriff's Department, Juvenile Services, and EMS of Williamson County, Texas.

Moved: Commissioner Heiligenstein

Seconded: Commissioner Boatright

Motion: To approve proposal for analysis of classification and compensation for employees of the Sheriff's Department, Juvenile Services, and EMS of Williamson County, Texas from Labor Consultants Central, Inc. not to exceed \$8,584.00.

Vote: Motion carried 5 - 0



LABOR CONSULTANTS CENTRAL, INC.

P.O. Box 206
Watson, Louisiana 70786
Phone/Fax (504) 664-2122

Where Service Is Elementary!

Watson, LA (Baton Rouge Area)
Don H. Strobel - Consultant
Allen L. Steinman - Consultant

New Orleans, LA
James E. Sylvester - Consultant
Lafayette, LA
J. "Tom" Armatta - Consultant

June 19, 1997

David U. Flores
Williamson County Auditor
Williamson County
710 Main St., Suite 303
Georgetown, Texas 78626

Dear Mr. Flores:

I am enclosing our proposal to conduct an audit and analysis of the classifications and compensation plans for the employees of the Sheriff's Department, Juvenile Services and EMS.

If the proposal is accepted, we will be prepared to begin work on it within five working days of your notice to us and work on it straight through until completion. While the proposal is "capped" at \$8,584.00, I do not believe the project's actual cost will reach that figure.

If you have any questions, please let me know.

Sincerely,

Don H. Strobel
President, Consultant

*approved 7-1-97
John C. Daerfler*

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enclosures: Proposal, brochure

**Proposal To Conduct an Analysis of the Classifications and Compensation
for employees of the Sheriff's Department, Juvenile Services
and EMS of Williamson County, Texas**

This is a proposal to conduct a comprehensive analysis for compliance with the Fair Labor Standards Act (FLSA) and The American's With Disabilities Act (ADA). However, a cursory review for compliance with other Federal Labor Laws, Texas State Law, and any applicable local civil service rules or regulations for the above departments will also be made.

There are presently approximately 350 employees in the three departments. The purpose of the audit will be to analyze, evaluate and develop a recommendation to Williamson County regarding the FLSA "exempt" or "non-exempt" status of selected employees. Further, to analyze and evaluate the pay plans currently used and make recommendations on future modifications to existing pay plans or alternative pay plans if a savings can be achieved.

1. Scope of the Audit

This limited audit will consist of : (1) a comprehensive analysis of the classification under the FLSA of the positions and incumbents within those positions in order to reach a conclusion and recommendation with respect to the propriety of those classifications as non-exempt, or alternatively, whether some or all of said positions could be reasonably classified by Williamson County as exempt under the FLSA, and (2) a review of work schedules, hours worked and hours paid, etc. for all incumbents for the past 12 months.

2. Methodology of the Audit

The audit will include the application of multiple techniques including the following:

- A. Review analysis and evaluation of existing job descriptions;
- B. Interviews with a selective percentage of the affected individual and respective position description;
- C. Interviews with appropriate supervisory personnel;
- D. Coordination of the project with appropriate legal and/or Human Resource personnel with Williamson County; and
- E. Providing Williamson County with an audit report outlining specific recommendations with respect to the positions which are the subject of the study. The report will address any recommended changes in exempt status,

modifications in existing pay plans or schedules of hours worked or alternative pay plans, including estimated savings from changes recommended.

3. Estimated Completion Time

The estimated time frame in which to complete this project is on or before 30 days from the actual initiation of the project.

4. Projected Audit Costs

The projected total cost of this project inclusive of the final report is \$ 8,584.00. This includes all necessary expenses, including photocopies, postage, long distance phone calls, etc. The actual cost will be billed on the following basis:

Consultants: Don H. Strobel	\$75.00 hr.
James E. Sylvester	75.00 hr.


Mileage: Louisiana - Williamson County, Tx. (Round trip) 1,006 mi x .31=	312.00
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Per Diem:	\$95.00 per day
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Phone calls, postage, photocopies, local mileage, etc.- no charge.

The total cost to Williamson County will be the actual time billed and expenses, but under no circumstances can that exceed \$ 8,584.00 in fees and expenses.

Submitted by:



 Don H. Strobel, President
 Labor Consultants Central, Inc.
 P.O. Box 206, Watson, LA 70786
 Phone/fax (504) 664-2122

Estimate based on:

Review payroll records- 3 depts- 350+ employees..... 16 hrs

Interviews:

3 depts x 6 supervisors x 3/4th @ 14 hrs

20 employees at 1/2 hr @..... 10 hrs

Report Preparation..... 20 hrs

Follow up/ Assistance..... 4 hrs

Travel time (2 round trips)..... 32 hrs

Total hrs..... 96 hrs

Total (estimated) 96 hrs x \$75..... \$7,200.00

Expenses* (estimated)

Per Diem** 8 days on site x \$95. day..... 760.00

Mileage: 1,006 miles x .31@ x 2 trips..... 624.00

Total..... \$8,584.00

**Labor
Consultants
Central, Inc.**



"Where service is elementary!"

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MAIN OFFICE (Baton Rouge):
Box 206
Watson, LA 70786
PHONE/FAX (504) 664-2122
(New Orleans)
PHONE/FAX (504) 866-6444

Labor Consultants Central, Inc.
Box 206
Watson, LA 70786

Cut along this fold to return request

REQUEST FOR PHONE/NEWSLETTER, AUDIT OR TRAINING

NAME OF BUSINESS _____ PHONE _____

ADDRESS _____ CITY _____

STATE _____ ZIPCODE _____

CONTACT PERSON _____

I WOULD LIKE THE FOLLOWING:

NEWSLETTER/PHONE SERVICE (\$60) _____

TRAINING SEMINAR(S) (Quote on Request) _____

ON SITE AUDIT (MINIMUM 4 HRS - \$75 PER HR) _____

OFF SITE AUDIT (MINIMUM 2 HRS - \$75 PER HR) _____

Labor Consultants Central (LCC) is a **unique group of professionals in a unique field of expertise** who will **provide unique services** for any client, no matter how large or small.

★ WHO WE ARE

Don H. Strobel has 32 years experience with the U. S. Department of Labor, Employment Standard Administration, Wage and Hour Division, where he retired as Assistant District Director. Don has expert knowledge of, and experience in, labor laws, government investigation procedures, negotiation practices and training techniques. He has vast experience in both the private and public sector. He holds a B.S. in Business Administration from Louisiana State University and founded LCC in 1993.

James E. Sylvester also has 32 years experience with the U. S. Department of Labor where he retired as an investigator. Jim has extensive experience in the laws and regulations that apply to businesses and governments, with specialization in government contracts and sheltered workshops. He holds a B.S. in Accounting from Nichols State University and a Juris Doctor from Loyola University School of Law. He joined LCC in 1995.

Sharon Gunter, Consultant,
Watson, LA

J. Thomas Armatta, Consultant,
Lafayette, LA

Bennie Stubbs, Consultant,
Ozark, AL

★ WHAT WE DO

We provide information, audits, legal case support, evaluations and practical approaches to compliance in regard to:

- **FLSA** (Fair Labor Standards Act) Federal law dealing with record keeping, child labor, minimum wage and overtime
- **FMLA** (Family Medical Leave Act) Federal law dealing with unpaid medical leave and job retention
- **IRCA** (Immigration Reform and Control Act) Federal law dealing with I-9 forms.
- **EP** (Equal Pay) Federal law dealing with equal pay for equal work
- **DBRA** (Davis-Bacon and Related Acts) and **SCA** (Service Contract Act) Federal laws dealing with government contracts for construction and services
- **ADDA** (Age Discrimination in Employment Act) Federal law dealing with discriminatory action against those age 40 and above

- Subminimum Wage employment of the disabled in either sheltered or supported employment
- State labor laws
- Other various Federal laws including FLCA, EPPA & Whistleblower protection

★ WHAT OUR SERVICES ARE

There are several ways that you can use our services, depending on your needs:

- One year **subscription** to our newsletter (published twice each year), including one hour of phone service consultation - \$60 per year
- **Audits** for compliance and litigation support:
on site - 4 hour minimum
off site - 2 hour minimum
\$75 per hour
- **Seminars**, workshops and training sessions - By quote upon request
- We also have the capability and flexibility to **network** in related labor law fields, as needed.

**Proposal To Conduct an Analysis of the Classifications and Compensation
for employees of the Sheriff's Department, Juvenile Services
and EMS of Williamson County, Texas**

This is a proposal to conduct a comprehensive analysis for compliance with the Fair Labor Standards Act (FLSA) and The American's With Disabilities Act (ADA). However, a cursory review for compliance with other Federal Labor Laws, Texas State Law, and any applicable local civil service rules or regulations for the above departments will also be made.

There are presently approximately 350 employees in the three departments. The purpose of the audit will be to analyze, evaluate and develop a recommendation to Williamson County regarding the FLSA "exempt" or "non-exempt" status of all employees. Further, to analyze and evaluate the pay plans currently used and make recommendations on future modifications to existing pay plans or alternative pay plans if a savings can be achieved.

1. Scope of the Audit

This limited audit will consist of : (1) a comprehensive analysis of the classification under the FLSA of the positions and incumbents within those positions in order to reach a conclusion and recommendation with respect to the propriety of those classifications as non-exempt, or alternatively, whether some or all of said positions could be reasonably classified by Williamson County as exempt under the FLSA, and (2) a review of work schedules, hours worked and hours paid, etc. for all incumbents for the past 12 months.

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modifications in existing pay plans or schedules of hours worked or alternative pay plans, including estimated savings from changes recommended.

3. Estimated Completion Time

The estimated time frame in which to complete this project is on or before 90 days from the actual initiation of the project.

4. Projected Audit Costs

The projected total cost of this project inclusive of the final report is \$11,500.00. This includes all necessary expenses, including photocopies, postage, long distance phone calls, etc. The actual cost will be billed on the following basis:

Consultants: Don H. Strobel	\$75.00 hr.
James E. Sylvester	75.00 hr.

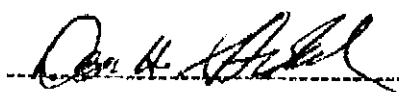
Mileage: Louisiana - Williamson County, Tx. (Round trip) 1,006 mi x .31=	312.00
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Per Diem:	\$95.00 per day
-----------	-----------------

Phone calls, postage, photocopies, local mileage, etc. - no charge.

The total cost to Williamson County will be the actual time billed and expenses, but under no circumstances can that exceed \$11,500.00 in fees and expenses.

Submitted by:

 6/18/97
Don H. Strobel, President
Labor Consultants Central, Inc.
P.O. Box 206, Watson, LA 70786
Phone/fax (504) 664-2122

Estimate Based on:

	Hours
Review payroll records- 3 depts- 350+ employees	= 16
Interviews:	
3 depts x 6 supervisors@ x 1 hr@.....	= 18
employees 20 x ½ hr @/ 15 at 1 hr @.....	= 25
Report preparation.....	= 24
Report Final Presentation 8 hrs x 2 consultants.....	= 16
Follow-ups /Assistance.....	= 4
Travel time (2 round trips)	= 32
	135 hours

Total (estimated) 135 hrs x \$75. = \$ 10,125.00

Expenses* (estimated)
Per Diem** 8 days on site x \$95. Day= 760.00
Mileage: 1,006 x .31 x 2 trips= 624.00
Total..... \$ 11,509.00

*No charge for phone calls, postage, photocopies,
local milcage, etc.

** Flat rate Per Diem used in lieu of actual expenses
While on site. Mileage used as actual cost or
constructive cost if consultant flies in lieu of driving.

AGENDA ITEM # 19

July 1, 1997

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Consider awarding, rejecting, or extending bids for construction of bridge on County Road 101.

At 10:34 a.m. Judge Doerfler announced time for receiving bids for construction of bridge on County Road 101 open.

At 10:35 a.m. Judge Doerfler announced time for receiving bids for construction of bridge on County Road 101 closed.

Bids were received and opened from:

Capital Excavation Company
Chasco Contracting
Dayco Construction Company
Jay-Reese Contractors, Inc.
Rogers Construction Company
Ross Construction
S.F.W. Construction

Moved: Judge Doerfler

Seconded: Commissioner Mehevec

Motion: To note receipt of bids for construction of bridge on County Road 101 with bid to be awarded in two weeks.

Vote: Motion carried 5 - 0