

COMMISSIONERS COURT MINUTES  
110 S. Main St. 2<sup>nd</sup> Floor, Lockhart, Texas  
Special Meeting January 31, 2017 1:30 p.m.



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KEN SCHAWÉ	County Judge	HOPPY HADEN	Commissioner Pct. 1
CAROL HOLCOMB	County Clerk	EDDIE MOSES	Commissioner Pct. 2
		ED THERIOT	Commissioner Pct. 3
		JOE IVAN ROLAND	Commissioner Pct. 4

Commissioner Roland arrived at 1:32 p.m. after item 4.

**Call Meeting to Order.**

Judge Schawe calls the meeting to order at 1:30 p.m.

**Invocation.** Lockhart Ministerial Alliance

Judge Schawe opens the meeting in prayer

**Pledge of Allegiance to the Flags.** (Texas Pledge: Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible).

Judge Schawe leads all present in the pledge to both flags.

**Announcements.** Items or comments from Court members or staff.

Judge Schawe wants to apologize for and takes responsibility for Caldwell County employees being paid on the first instead of today. There were communication errors and he ensures it will not happen again.

**Citizens' Comments.** At this time any person may speak to Commissioners Court if they have filled out a Caldwell County Commissioners Court Participation Form. Comments will be limited to four (4) minutes per person.

No comments.

**AGENDA ITEMS**

**4. Discussion/Action** regarding the position of Human Resources Coordinator.

**Cost: TBD; Speaker: Commissioner Haden; Backup: None.**

Commissioner Haden recommends hiring Robert Bush for the position of Human Resources Coordinator. Motion made by Commissioner Haden, second by Commissioner Moses to approve Mr. Bush for the position. All present voting "Aye".

**1. Workshop** regarding bi-weekly pay schedule, payroll responsibility and automated time keeping system.

**Cost: None; Sponsor: Commissioner Haden; Backup: None.**

**Commissioner Roland** takes his seat. **Commissioner Haden** discusses the merits to and drawbacks of bi-weekly pay periods. **Commissioner Moses** says time sheets could be turned in more often while employees still get paid on the fifteenth day and the last day of every month. He says overtime is not a problem within the county. Timesheets need to be reviewed carefully but he does not feel like the county is being taken advantage of and he is against bi-weekly pay. **Commissioner Roland** agrees and explains he is late because he had to pay his taxes and the county paying late meant he had to scramble to get the funds. He recognizes there are a lot of employees who cannot afford for their pay to be off. Change can be implemented but employees need time to get things in order.

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**Commissioner Theriot** understands the reasons for bi-weekly pay and knows it is an industry standard. He feels it needs more studies and the impact on employees needs to be minimized. He would like to hear from the new HR representative. **Commissioner Haden** also wants to consult with HR. This decision is not being taken lightly; perhaps a highbred is possible where pay is still twice a month. **Judge Schawe** states that regardless of what system is chosen changes are needed to correct inconsistencies and lack of training. A semi-electronic time keeping system is an option but would still require training. They are trying to make things better, not take anything away and know employees are the biggest asset. **Sheriff Daniel Law** says they are understaffed and underpaid. Due to turn over the training would need to be consecutive. There are people wearing too many hats, which cause some things to be overlooked. He goes into detail about the issues caused by the arbitrary decision to cut the pay back one day and how it possibly happened. It has happened eight times and enough is enough. He calls the change in pay arbitrary because the email informing everyone came out at 4:30 p.m. and he had to call banks and creditors to stop payments and his one hundred and seventeen employees suffered and some on vacation could not be contacted. There needs to be a buffer created to prevent the few people who would abuse the system. **Judge Ben Brady** of Precinct 3 says the issue of 24 or 26 pay periods is mutually exclusive to electronic time keeping which needs to be implemented. **Donald LeClerc**, Unit Road Administrator, says he and his employees are concerned because not only have insurance and prescription drug costs gone up but with 26 pay periods their pay will be decreased per month. He agrees with Commissioner Moses that pay periods need to remain twice-a-month. **Commissioner Moses** suggests waiting for the fiscal year to end and in the meantime creating a committee to ensure the least impact on employees. **Judge Schawe** says the implementation will take a minimum of 2-3 months. First a decision has to be made and then employees given a heads up if anything will change. **Commissioner Haden** says regardless of pay periods the County has to pay what is on time sheets, guessing is not a good policy. **Lori Rangel**, County Treasurer, feels an explanation is owed to the employees. The change in pay was not done on purpose. She received emails and calls informing her that the County Judge was blaming the Treasurer's Office for the incident and she felt she needed to speak up. She will not take the blame or the fall. She has documentation that she was asking for payroll and contacted Commissioner Haden as soon as there was an issue. She let the Judge know and asked Karen to send out an email so supervisors could let employees know. She apologizes and says employees do not deserve it and are welcomed to come to her with questions and concerns. What happened is unacceptable and she wanted to give an explanation. **Debra French**, County Auditor, apologizes for any part the Auditor's Office had in employees not getting their check today. She has a print out of when things occurred and can see lapses but has not gone over it with the Judge, the Treasurer's Office, or the Commissioners and wants to forget all that because it was not intentional. There is a breakdown in communication that the court is working to fix and like Judge Schawe said they should vow it is never going to happen again.

2. **Discussion/Action** regarding bi-weekly pay schedule, payroll responsibility and automated time keeping system. **Cost: TBD; Sponsor: Commissioner Haden; Backup: None.**

Motion made by Commissioner Haden to put together a committee to discuss number one: how we're going to keep it on the 15<sup>th</sup> and 30<sup>th</sup> and number two: how we're going to stop the pay periods in such a way that when we write a paycheck it's for time actually worked and we're not estimating time. That committee should consist of one commissioner, treasurer, IT, and auditor. He volunteers to be the commissioner. Judge Schawe recommends someone from the Sheriff's Office and Sheriff Law confirms their place on the committee. Motion failed for lack of second. Commissioner Haden amends his Motion, second by Commissioner Moses to include the Sheriff's Office, himself, Judge Schawe, someone from the Auditor's Office either the Auditor or someone designated from the office, but consistently the same person if possible. Friendly amendment to add Donald LeClerc, Unit Road Administrator, was accepted. IT, since we're also going to be having some discussion about electronic time keeping, and someone from the Treasurer's Office, Lori or someone she assigns. Friendly amendment to add HR accepted. All voting "Aye".

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3. **Discussion/Action** regarding establishing a request for proposal (RFP) for automated time keeping systems.  
**Cost: TBD; Speaker: Commissioner Haden; Backup: None.**

Commissioner Haden discusses the information about automated time keeping providers and the RFP. There are benefits and expenses involved. The automated time keeping device can have a \$40,000.00 to \$150,000.00 price range. Motion made by Commissioner Haden, second by Commissioner Theriot to form a committee to establish a request for proposal establishing what it is we want to see in those systems and have presentations once that's done. The court confirms the committee will consist of the same people as the previous motion. Friendly amendment to add Judge Brady to the committee is accepted. The committee's timeline would be a month to meet and establish what the criteria are and once those criteria are established come back in two months' time and make recommendations to the court what they'd like to have in that RFP and go forward getting that RFP out to get proposals in. Commissioner Theriot, Commissioner Haden, and Civil Attorney Jordan Powell discuss details of the RFP. Commissioner Haden would like to include the price points along with what we'd require to come out of that committee. All voting "Aye".

**Adjournment.**

Motion made by Commissioner Haden, second by Commissioner Moses to adjourn. All voting "Aye".

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I, CAROL HOLCOMB, COUNTY CLERK AND EX OFFICIO CLERK OF THE COMMISSIONERS' COURT, do hereby certify that the foregoing contains a true and accurate record of the proceedings had by the Caldwell County Commissioners' Court on January 31, 2017.

  
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CAROL HOLCOMB, COUNTY CLERK AND EX OFFICIO  
CLERK OF THE COMMISSIONERS' COURT OF  
CALDWELL COUNTY, TEXAS

