

COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.
Delchamp's Room
161 N Section Street, Fairhope, AL 36532
Friday, March 16, 2016

Present were:

Members: Diane Thomas, Chairman; Lorenzo Howard, Rob Stankoski, Scherry Douglas, and Pandora Heathcoe, Human Resources Director.

Absent: Jenny Erdoes and Kevin Boone, City Council Liaison

The meeting was called to order at 7:15 a.m.

Minutes from the February 19, 2015 meeting were approved by a first motion set forth by Rob Stankoski and second by Lorenzo Howard.

Under old business:

Diane Thomas, Chairman discussed with the Board that Mayor Kant requested the Board address a change by ordinance to the existing City of Fairhope Personnel Rules, Policies and Procedures Section 4 – Overtime addressing “comp time”. Paul Myrick, Human Resource Legal Counsel for the City created a draft which was presented to the Board for review (see attached). The Board discussed this with questions concerning would this be for special events only which Pandora Heathcoe, HR Director explained “No the City is having problems with unauthorized overtime.” It was further discussed that less than thirty (30) minutes of overtime occur when clerks are required to assist customers at closing time for utilities, building permits, etc which cannot be flexed out during the normal work week. Diane said she would meet with Mayor Kant to discuss further.

Chairman Thomas explained that her term was extended for one more year and it expires in December 2016. She voiced since members on the Board are so new she requested that Lorenzo Howard extend his one year term another year to which he agreed. She also suggested the Personnel Board be increased to six members in which everyone was in agreement. Chairman Thomas was going to communicate this to Council President Burrell to announce at future council meetings for potential candidates.

Chairman Thomas addressed the Police Department's and Mayor Kant's request for the Personnel Board to review their hiring procedures. It was decided that Scherry Douglass will attend the Dispatcher interviews scheduled for Thursday, March 24, 2015 and Lorenzo Howard will attend the Police Officer interviews scheduled for Friday, March 25, 2015. Rob Stankoski stated his interest to sit in on these interviews in the future.

Under new business:

Chairman Thomas brought forth the suggestion that the Board will need to research companies to update/upgrade the compensation study in two years. She suggested the City not reuse Evergreen Solutions who performed the previous compensation study. Pandora Heathcoe, Human Resource Director said she would send an email to other municipalities inquiring who they have used in the past and were they satisfied with them. Pandora Heathcoe also stated she has been working diligently to update all job descriptions based upon the most recent compensation study so in the future other processes would flow faster.

Pandora Heathcoe also stated she and Mayor Kant had met concerning progressive education and testing for law enforcement employees. Mayor Kant would like to know that these resources are available so when a promotion becomes available, all candidates must have performed some type of progressive education to merit a promotion. Rob Stankoski mentioned that the most probable resource could be APOST for potential information.

The next regularly scheduled Personnel Board meeting will be held Friday, April 15, 2016, at 7:15 AM in the Delchamps Room of City Hall.

There being no further business, the meeting was adjourned at 8:15 AM.

Respectfully submitted,

Pandora Heathcoe
Acting Secretary