

COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.
Delchamps Room
161 N Section Street, Fairhope, AL 36532
Thursday, September 15, 2016

Present:

Members: Diane Thomas, Chairman; Lorenzo Howard, Jenny Erdoes, Pandora Heathcoe, Human Resources Director, and Scherry Douglas, Rob Stankoski, and Kevin Boone, City Council Liaison.

Absent:

Guest: Joseph Petties, Police Chief

The meeting was called to order at 7:16 a.m.

Minutes from the August 18, 2016 meeting were approved by a first motion set forth by Lorenzo Howard and second by Scherry Douglas.

Under old business:

Diane Thomas, Chairman, began the meeting by asking the Board members who met with department head to summarize the findings of their meetings. The purpose of these meetings was to give each department head an opportunity to give his/her thoughts and concerns about the current classification and compensation system and any areas they would like to have addressed in the upcoming study.

Rob Stankoski stated that in his interviews the department heads seem to like the current compensation system. However, one mentioned that since changes have been made to his department, he believes some of his job positions need to be classified at a higher grade. Department heads would also like additional training or clarification on some of the scales on the employee performance evaluations.

Jenny Erdoes stated she met with two department heads who were very positive about the current system. However one did voice concerns about two employees who have reached the maximum of their pay range but then listed benefits which the City offers that may not be offered in the private sector.

Diane concurred with Jenny and Rob's comments. Every department head that she interviewed stated that the compensation system provides structure for the employees and helps them to understand how their jobs rank in the City. It also provides information about jobs at higher grades and pay ranges for those employees who would like to advance. All department heads mentioned that the ranges needed to be adjusted.

Lorenzo Howard stated all his meetings went well and that the best meeting he held was with the Police Department. Not only did he meet with Chief Petties but he also met with all three lieutenants who gave a good overall picture of the structure of the department. He also met with the IT Department and stated that for a small department with only three employees, they handle all of the IT needs of the City very well. His last meeting was with Tom Kuhl, Director of Recreation, who expressed satisfaction with the current system but stated that his department barely has enough employees to cover the present responsibilities and with the addition of new parks and facilities, his department's workload will increase. Sherry Sullivan, Director of Community Affairs, also mentioned the need for additional employees in certain areas because of increased responsibilities.

Diane Thomas ended the discussion with comments she had received from several department heads concerning "trainee" slots and also possible internship positions. Pandora Heathcoe, Human Resources, stated those concerns could be achieved by creating a job description and pay grade for needed trainee positions and simply adding those positions to the department's annual budget.

Diane stated that she will finalize the compensation study RFQ to submit to each Board member for review.

Under New Business:

There wasn't any new business.

There being no further business, the meeting was adjourned at 8:45 AM with first motion set forth by Rob Stankoski and second by Scherry Douglas.

The next meeting is scheduled for Thursday, October 24, 2016.

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Respectfully submitted,

Pandora Heathcoe
Acting Secretary