

COUNTY OF BALDWIN

Personnel Board met at 7:00 a.m.
Delchamp's Room
161 N Section Street, Fairhope, AL 36532
Friday, 19 September, 2014

Present were:

Diane Thomas, Chairman

Members: Scherry Douglas, Judy Hale, and Clark Stankoski; Kevin Boone, City Council Liaison; Pandora Heathcoe, City Human Resource Director; Cyndi Mingo, City Human Resource Coordinator.

Absent was: Wayne Griffin.

The meeting was called to order at 7:04 a.m.

Minutes from the July 18, 2014 meeting were approved by a first motion set forth by Scherry Douglas and second by Judy Hale.

Cyndi Mingo was introduced as the new Human Resource Coordinator for the City of Fairhope who would be working with Pandora. She was warmly welcomed and everyone expressed how much she was needed.

Diane Thomas, Chairman indicated that the Personnel Board could review the processes and tools in place for performance evaluations of Fairhope of City employees now that the compensation study for the City of Fairhope is complete and in effect. Currently the City of Fairhope's Personnel Rules, Policies and Procedures Handbook states evaluations are due on the employee's anniversary of employment, but no later than June 1st. Currently, only three (3) departments have completed evaluations for the year. Kevin asked who evaluates the Department Heads and was told it was the Mayor.

Discussion followed regarding the importance of timely and objective evaluations as a management tool and in protecting the City in lawsuits and grievances. The use of employee evaluations to award and defend merit raises was another important goal for the city to consider. Diane expressed a desire to develop recommendations of tools and/or processes for the Mayor to review. Clark expressed concern that if the process is not followed, the board would be wasting time developing the recommendations.

The Board reviewed and discussed Performance Evaluation forms used by several cities. The general consensus was the form used by the City of Gulf Shores was good. The brevity and use of a scale was cited as desirable. Scherry indicated that adding measurability to the objectives was an important necessity.

Diane also stated the Mayor had asked her for the Board to take a look at the benefits being offered to city employees. Diane was not sure exactly what the Mayor wanted and further guidance and clarification of this request was necessary.

Two subcommittees were formed. One subcommittee, made up of Scherry, Diane and Pandora, would revise the current performance evaluation form and present it to the full Board for review. A second subcommittee of Clark and Judy would meet with the Mayor to clarify his request for the Board to review employee benefits. Both subcommittees would report back at the next board meeting.

Next Pandora reported on the many activities the Human Resources Department is involved with. Cyndi was presented and welcomed again. Pandora discussed the cities involvement in Coastal Cleanup and the Heart Walk. Coming up October 3rd is the City Employee Benefits Fair. This year's theme is "Blast from the Past" and Pandora invited everyone to attend. Pandora also reported a representative from Workman's Compensation came and visited the City. In addition, today Safety Plus was presenting a program addressing excavation safety as parts of their "Boots on the Ground" training. Pandora also discussed the Mayor's request for an estimate of what a "cafeteria plan" of benefits would cost. In addition, the Mayor wants to be sure the employees are not being oversold supplemental insurance.

The next regularly scheduled Personnel Board meeting will be held Friday, October 17, 2014 at 7:00 AM in the Delchamps Room of City Hall.

There being no further business, the meeting was adjourned at 8:07 AM.

Respectfully submitted,

Judy Hale, Acting Secretary