

COUNTY OF BALDWIN

Personnel Board met at 7:00 a.m.
Delchamp's Room
161 N Section Street, Fairhope, AL 36532
Friday, August 21, 2015

Present were:

Members: Diane Thomas, Chairman; Lorenzo Howard; Rob Stankoski; and Jenny Erdoes.
Pandora Heathcoe, Human Resources Director
Kevin Boone, City Council Liaison.
James Watkins, Fairhope citizen also present.

Absent: Scherry Douglas

The meeting was called to order at 7:02 a.m.

Minutes from the March 13, 2015 meeting were approved by a first motion set forth by Lorenzo Howard and second by Rob Stankoski.

Diane Thomas, Chairman, introduced the three (3) new members, Lorenzo Howard, Jenny Erdoes, and Rob Stankoski who provided a brief bio of themselves. Diane began discussing the initial compensation study and how it was established and then turned the discussion over to Lorenzo Howard. Lorenzo was the Chairman of the Personnel Board at the beginning of the original compensation study inception.

Lorenzo explained that initially the City of Fairhope did not have a cohesive wage program in place. The City hired the consulting firm, Evergreen Solutions, LLC from Tallahassee, Florida to conduct the research and create a classification and compensation structure for City personnel. After that completion, the final compensation study was presented to the City Council and approved on July 12, 2012. He gave a brief overview of the principles underlying the compensation study, the primary ones being that the job description and pay of any job are determined by the requirements of the job, not the person performing the job and every job has a minimum and a maximum value as determined by market forces. He addressed the problem that some employees with many years of service with the City have almost reached the maximum pay for their position.

Diane and Lorenzo both covered the research that was recently conducted to update the compensation ranges. Wages move over the years and the pay ranges in Fairhope's compensation system must reflect the wage increase taking place in the market place. They explained that they found the general movement of pay in Baldwin County overall was about 3%. The recommendation was made to the Council that all pay ranges for Grades 10 through 31 be moved 3%. They also discussed that very few employees would need an increase to their salaries to reach the minimum range for their grade.

Pandora Heathcoe, City Human Resource Director, gave an update on the new employee performance evaluation form. This form was presented to the City department heads and assistant supervisors in a one hour training session given by Judy Hale, former Personnel Board member. The importance of evaluations was also explained and how they enter into development of employees, potential training for employees, and how that evaluation affects an employee's merit raise. The topic of future EEOC training for all department heads and assistant supervisors is an important goal for Pandora as she sees the labor laws rapidly changing. Pandora also reviewed the information in the notebooks that she provided to the three new members. It included the updated compensation study and the presentation given to the City Council, the employee performance evaluation form, the City's Personnel Rules, Policies and Procedures handbook, the pre-disciplinary hearing process, along with other recommendations given to the City Council at the time of the compensation study presentation. Pandora also mentioned she has contacted several municipalities and is currently working on a Safety Manual which the City does not currently have.

Diane mentioned a few changes that needed to be made to the pre-disciplinary hearing process printout but also discussed the actual process using several previous hearings as examples. She asked each member to look over the handbook so it may be discussed further at the next month's meeting. She stressed to Kevin Boone the importance of the revised pay ranges being approved by the Council and that it needed to be on the agenda very soon.

Diane asked each member for any questions or comments which were as follows:

Lorenzo: Compensation study needs to be approved and passed.

Rob: Nothing at this time

Jenny: Could monthly meetings be moved to 7:15 am which all members approved.

Diane: Board needs to meet Friday, September 18, 2015.

The next regularly scheduled Personnel Board meeting will be held Friday, September 18, 2015 at 7:15 AM in the Delchamps Room of City Hall.

There being no further business, the meeting was adjourned at 8:00 AM with first motion set forth by Lorenzo Howard and second by Rob Stankoski.

Respectfully submitted,

Pandora Heathcoe
Acting Secretary