

COUNTY OF BALDWIN

Personnel Board met at 7:30 a.m.
Delchamp's Room
161 N Section Street, Fairhope, AL 36532
Friday, March 13, 2015

Present were:

Diane Thomas, Chairman

Members: Wayne Griffin, Judy Hale, Pandora Heathcoe, City Human Resource Director, and Lorenzo Howard.

Absent: Scherry Douglas, Clark Stankoski and Kevin Boone, City Council Liaison

The meeting was called to order at 7:32 a.m.

Minutes from the September 19, 2014 meeting were approved by a first motion set forth by Wayne Griffin and second by Judy Hale.

Diane Thomas, Chairman, indicated she had met with the mayor and the mayor wants the compensation study updated. Council president, Jack Burrell also wants the compensation study updated. Because of the merit raises and cost of living increases, the current salaries and associated recommended salary ranges within the compensation study are not necessarily aligned. The compensation study has not been updated since it was issued.

The board discussed how the City currently calculates merit raises. Pandora approached all the Human Resource Directors in Baldwin County to determine what percent merit raises were given over the past 3 years. Several cities merit raises have been frozen, one city doesn't give merit raises (they give one time percentage payouts) and the others are in line with the percentages Fairhope has been giving. Currently Department Heads recommend amounts for their employees, but do not necessarily document justifications. Only one Department Head currently attaches the individual employee's current performance appraisal to justify the recommendations.

Discussion followed regarding the importance of timely and objective evaluations as a management tool and protection for 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. The Board recommended unanimously that performance appraisals should be used to justify recommendations for merit raises. The statement was made that "the City is teetering on the edge of greatness" and much of that is dependent on impartial, fair and transparent salary compensation practices.

The Board reviewed and discussed the draft Performance Evaluation form developed by the subcommittee. The Board discussed the term "probationary" and its union implications, but determined the word would suffice. The discussion included recommending the addition of "May attach additional documentation as necessary" in two places on the form so individuals

would not be limited to space on the form. Judy Hale moved that the Performance Evaluation form be approved with the noted changes and Wayne Griffin seconded. The motion passed. Discussion then took place on the importance of using clear, specific and objective terminology when writing performance evaluations. Diane suggested a short training session for Department Heads on writing good performance evaluations might be useful and that Judy Hale's expertise could be a good resource. Judy indicated she could be available to do a 30 minute session.

Diane indicated the next Council work session would be held on Monday March 23 at 4:30 pm. The council would be informed on the completion of the Performance Evaluation form. Diane asked Judy to attend, if possible, to address any specific concerns or questions for the board that might arise. Diane then thanked Lorenzo Howard for his expertise and assistance to the board.

Wayne Griffin reported he had visited former Personnel Board member Beeman Bond in the Robertsdale Rehabilitation Center. Beeman looks good and is getting stronger.

Diane then informed the board that this was Wayne Griffin's last meeting as he was retiring off the Personnel Board. She thanked Wayne for all his hard work, expertise and input over the years. Wayne has been a valuable member of the Personnel Board and has been instrumental in the positive recommendations made by the Board. Everyone present expressed their appreciation and stated that Wayne would be missed.

The next regularly scheduled Personnel Board meeting will be held Friday, April 10, 2015 at 7:00 AM in the Delchamps Room of City Hall.

There being no further business, the meeting was adjourned at 8:39 AM.

Respectfully submitted,

Judy Hale, Acting Secretary