

COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.
Delchamp's Room
161 N Section Street, Fairhope, AL 36532
Thursday, January 19, 2017

Present were:

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

Absent: Kevin Boone, City Council Liaison

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

Minutes from the October 13, 2016 meeting were approved by a first motion set forth by Rob Stankoski and second by Jenny Erdos.

Diane Thomas, Chairman, updated the Board members on the status of the Request for Qualifications of a consultant to review the present classification and compensation system. Diane and Lorenzo Howard have not been able to schedule a meeting with Mayor Wilson to review the RFQ, and it was the opinion of all Board members that the work should not go forward until the Mayor has had an opportunity to review the proposal and make any additions or suggestions for changes.

The Board members suggested that a special called meeting of the Board with the Mayor be arranged in the near future in order for the Mayor to meet the Board members and discuss ways she would like for the Board and her office to interact. Lorenzo agreed to set up the meeting with Mayor Wilson and notify Diane. Diane will send a notice to the rest of the Board when a meeting is confirmed.

There being no further business, the meeting was adjourned at 7:45 AM.

Respectfully submitted,

Pandora Heathcoe
Acting Secretary

Projects and Accomplishments of the City of Fairhope Personnel Board 2011 to 2016

2011-2012

The Personnel Board together with City Clerk, Lisa Hanks, coordinated the work with the consulting firm, Evergreen Solutions, to develop and implement the classification and compensation system for personnel management.

2013-2014

The Personnel Board, working with Pandora Heathcoe, HR Director and the City attorney for HR issues, reviewed and suggested changes to the Personnel Rules, Policies and Procedures. The Personnel Board helped to develop the current pre-disciplinary appeal process for non-exempt and some exempt employees including the procedures for conducting the appeal hearings.

2014-2015

The Personnel Board, working with Pandora Heathcoe, HR Director, revised the Performance Evaluation form and a member of the Board conducted training on the performance evaluation process for department heads and superintendents.

2015

The Personnel Board, working under the direction of Pandora Heathcoe, HR Director, prepared the statistics and a report to update pay ranges in the compensation system and made a formal presentation to the Council.

2011-2016

The Personnel Board has reviewed various policies and rules at the request of the Mayor, including the no-tolerance drug policy; the earned compensatory time in lieu of overtime pay policy; and policy for appointing an acting chief of police when the Chief is absent from the City.

2016

At the request of the Mayor and Council, the Personnel Board, working with Pandora Heathcoe, HR Director, developed a Request for Qualifications (RFQ) to contract with a consultant for review and possible modification of the current classification and compensation system. Part of this process involved the Board forming teams which interviewed all department heads and superintendents about their experience using the current system and areas which they felt needed additional review or change.