

## COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.  
Council Chambers  
161 N Section Street, Fairhope, AL 36532  
Thursday, February 23, 2017

### **Present were:**

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

**Absent:** Scherry Douglas

Guests: Doug Cazort

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

Minutes from the February 2, 2017 meeting were approved by a first motion set forth by Lorenzo Howard and second by Jenny Erodes.

Jenny Erodes informed the Board she and her family are being relocated out of state and that she will vacate her position by April 1.

Diane Thomas, Chairman, began the meeting by welcoming Doug Cazort and explained that Mr. Cazort is interested in becoming a Board member. She advised Mr. Cazort he could observe the meeting but would not be allowed to participate. She asked Mr. Cazort to introduce himself and give a brief biographical sketch.

Diane asked that the new items on the agenda be discussed first with a consideration of the shorts dress code policy for the Departments of Recreation (Golf/Parks & Recreation) and Public Works landscaping. A list of other municipalities that allow shorts and comments from the City's worker compensation insurance company were discussed. The primary issue of concern for the Board was safety when employees would be using chemicals and/or weed eaters or other equipment with blades. Also, the Board questioned whether other departments might request a variance on the uniform policy to allow them to wear shorts. Diane offered to draft a letter with the Board's concerns and circulate it for approval before sending it to the Mayor. A copy of the letter is attached to these minutes.

In previous conversations, Mayor Wilson had requested that the Board meet with Ron Hayes, local citizen and OSHA advocate, to discuss ideas for a City safety program and an overall review of the City's current facilities, safety manual, etc. Pandora Heathcoe stated that the City had previously hired Safety Plus, a local company, to provide safety

training and safety management. She felt that the lack of support from department heads and previous management had seriously limited the ability to implement a safety program. Diane offered to draft a letter to the Mayor summarizing the Board's discussion and circulate it to the members for approval before sending it on to the Mayor. A copy of that letter is attached to these minutes.

Diane reminded the Board of an invitation extended to all Board members by Mayor Wilson in the previous Board meeting to attend a Staff Retreat and Team Building Day, March 20, 2017 at USA Fairhope Campus. This retreat would be from 8:30 am until 4:00 pm, and it is mandatory for all department heads.

Chairman Thomas mentioned the compensation study RFQ has been placed on hold by the Mayor. Lorenzo Howard stated that he believes it is important to have the study conducted sometime soon; however, he felt further discussion would be very time consuming and needed to be postponed until the next Board meeting. The entire Board was in agreement about the importance of the compensation study, the guidance it would provide for the City, and the structure of pay ranges for the employees.

There being no further business, the meeting was adjourned at 8:30 AM with first motion set forth by Rob Stankoski and second by Jenny Erdoes.

The next scheduled meeting will be held Thursday, March 16, 2017.

Respectfully submitted,

Pandora Heathcoe  
Acting Secretary

February 27, 2017

Mayor Karin Wilson  
Fairhope City Hall  
161 North Section Street  
Fairhope, AL 36532

Dear Mayor Wilson,

Per your request, the Board and Pandora Heathcoe discussed the City's safety record and safety program at our most recent Board meeting. For the past two to three years, Pandora has been actively engaged in efforts to improve safety in the City. You probably know that Pandora asked the previous Council to hire Safety Plus, a consulting company, to provide inspections, evaluations, and training to the employees to improve the safety record. After two years, Pandora felt that the City had received maximum benefit from that company. Pandora also set up an in-house Safety Committee which reviews all accidents and worker's comp incidents and requires the employee responsible for the incident to appear before the committee. The goals of the Safety Committee are to identify safety issues that need attention and to help the employee learn from his/her mistakes.

In our evaluation of the current safety program, HR has worked very hard to identify safety issues and provide training for the employees on safety practices. The weak link in the safety program appears to be enforcement of safety standards when there are infractions of rules or accidents. If a department head does not write up an employee or recommend discipline, then no amount of training or inspections will improve the safety record of the City.

The Board is suggesting that Pandora and Ron Hayes meet to discuss the current safety issues facing the City and the steps that Pandora has taken. After their meeting, Pandora and Ron would decide which issues or plans they would like to present to the Board for its consideration.

Please let us know if this approach meets your needs to have additional focus on and improvement in safety in the City.

Sincerely,

Diane Thomas  
Personnel Board Chairman

