

COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.
Council Chambers
161 N Section Street, Fairhope, AL 36532
Thursday, April 20, 2017

Present were:

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

Absent: Doug Cazort

Guests: Tom Kuhl, Parks & Recreation Director, Scottie Wilson, City employee in Parks & Recreation, and Richard Peterson, Director of Operations.

The meeting was called to order at 7:10 a.m.

Minutes from the February 23, 2017 meeting were approved by a first motion set forth by Scherry Douglas and second by Lorenzo Howard.

Diane Thomas, Chairman, began the meeting by stating there was no new business for discussion but there were several old business items that needed attention. She welcomed Tom Kuhl and Scottie Wilson from the Parks & Recreation Department who were attending the meeting to discuss a change in the City's dress code. Tom stated that in past years, employees in his department had been allowed to wear shorts during summer months. Then this option was rescinded by the previous Mayor for a few years, reinstated, and then rescinded again. When employees were allowed to wear shorts, they also kept a pair of long pants in their lockers to use when spraying chemicals and weed eating. He stated the current uniform pants are a dark navy blue, heavy duck cotton which trap body heat and sweat and are extremely hot to wear in the summer. His employees' efficiency is reduced because they must take rest breaks to cool off and avoid overheating. He brought several pairs of clothing to show which included the current City uniform pants, a white Tyvek suit used when spraying and a pair of long pants that had a zipper which could be converted to shorts when necessary. Tom suggested that the Park Maintenance workers be given the option to purchase the shorts themselves from a style and color selected by him.

Scherry Douglas suggested checking the OSHA requirements for each department requesting the option to wear shorts.

Next, Diane introduced Richard Peterson, Director of Operations, to discuss safety and worker compensation accidents. Richard suggested an in-house Risk Manager/Safety

Officer position be created in order to improve safety city-wide and the City's worker's comp accident rating. This person could be responsible for field audits, incentive programs, monitoring regulations and all in-house departmental safety training. He suggested a job description be created and placed on the City's organizational chart. Even though municipalities are not required to be OSHA compliant, he would like to see the City abide by OSHA guidelines in all departments.

Diane suggested implementing an accident free incentive program where each employee would receive \$100 bonus if all employees in their department were accident free for six months.

Lorenzo Howard and Rob Stankoski stated if an incentive was offered, it should be given on a group basis not individual. They also felt this incentive should be part of the merit increase process and incorporated into the employee's performance evaluation.

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

The next scheduled meeting will be held Thursday, May 18, 2017.

Respectfully submitted,

Pandora Heathcoe
Acting Secretary