

## COUNTY OF BALDWIN

Personnel Board met at 7:10 a.m.  
Council Chambers  
161 N Section Street, Fairhope, AL 36532  
Thursday, June 22, 2017

### **Present were:**

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

The meeting was called to order at 7:20 a.m.

Minutes from the May 18, 2017 meeting were approved by a first motion set forth by Scherry Douglas and second by Rob Stankoski.

Diane Thomas, Chairman, began the meeting by stating that Lorenzo Howard had received an email from Mayor Wilson concerning a possible ethics violation committed by an employee who had a recent appeal hearing before the Pre-disciplinary Appeal Board.

Lorenzo stated he was not in attendance at that hearing. However he related that Mayor Wilson was concerned with the Board's ruling being in conflict with a statute of the Ethics Commission, specifically Section 36-25-5. Use of Official Position or Office for Personal Gain. He understood the Board's ruling was time off without pay and a year's probation for the employee who until these incidents had never had a disciplinary write-up.

Rob Stankoski stated that the Board's role or purpose is to conduct pre-disciplinary hearings based on violations of the Personnel Handbook, not ethics violations. Scherry Douglas agreed that the previous disciplinary hearing and ruling were closed and she felt it was inappropriate to be reopened for further discussion. Diane concluded the discussion by saying that if an Ethics violation had occurred, it was the responsibility of the Administration to report it to the Ethics Commission. A ruling by the Pre-disciplinary Hearing Board did not preclude the Mayor or her designee from referring the violation to the Ethics Commission.

The subject of the compensation study RFQ was again discussed. Diane stated that several recent positions had been given wage ranges without establishing a pay grade first. She suggested that she and Lorenzo request attendance at a supervisors meeting to educate the supervisors on the process. Scherry stated that she felt it was the

responsibility of the HR department to work with and educate the Department Heads on the job classification and compensation process.

Diane Thomas had the Board introduce themselves to Leslie Green. Leslie then introduced herself and summarized her background, experience and previous HR work.

Pandora Heathcoe, HR Manager, reported that updating the job descriptions for the individual departments has been an on-going process and hopes she and Leslie will work together on this project so both will be informed on all changes.

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

The Board elected not to hold a regular scheduled meeting in July.

Respectfully submitted,

Pandora Heathcoe  
Acting Secretary