

## COUNTY OF BALDWIN

Personnel Board met at 5:33 pm.  
Delchamps Room  
161 N Section Street, Fairhope, AL 36532  
April 19, 2018

### **Present were:**

Members: Diane Thomas, Rob Stankoski, Genie Frazer, Ron Hayes, City Council Liaison Kevin Boone, and Leslie Green, HR Administrator  
Guests: Karin Wilson, Mayor and Terry Howard, HR Coordinator

The meeting was called to order at 5:33 PM.

Motion to approve the Minutes from the December 20, 2017 meeting was made by Rob Stankoski and seconded by Ron Hayes with all voting aye.

Diane Thomas, Chairman, began by reviewing the agenda for the meeting.

Leslie Green introduced Terry Howard, new HR Coordinator. Terry has 25 years of experience with a specialty in benefits.

Mayor Wilson discussed the partnership with Thomas Hospital for a wellness program for the city. She reviewed the different plans available and the incentives for employees. There is the potential to partner with an urgent care facility instead of the city starting up its own facility.

Leslie Green discussed the comp study and after a review decided there are too many job titles. She is currently reviewing the organizational chart and comparing it to like-sized municipalities. An audit found that the city needs six IT employees versus three. Leslie is looking into companies that can provide that service. Departmental goals will need to be determined and she would like to have this completed prior to budget season.

Diane Thomas introduced Ron Hayes, the newest member of the board. Ron introduced his Safety Proposals to the board. Safety Program minimums were discussed:

- Follow all OSHA & DOT rules and regulations
- 10 hour safety class for all Department heads and Assistant Department Heads. This will all be facilitated by Ron at no cost to the city.
- Conduct monthly inspections and audits internally by supervisors and managers.
- Goal of having a few OSHA certified employees
- Yearly Safety Award of \$500 "Personnel Board Safety Award" to start in 2019
- Employee training – 1 hour each month
- Create a safety budget for next year
- Work with loss control for additional support as needed
- Used Safety Plus for 2 years and saw little benefit
- Discipline is a must – must follow the guidelines
- Working to get reports from loss control and worker's compensation

The ultimate goal:

- Reduction in Worker's Comp claims
- Develop a safety budget
- Happy employees
- Safe environment for the entire city

Kevin Boone stated that it is imperative that the Mayor and department heads support and buy-in to the program. This must be a priority.

Next Steps:

- Meeting with department heads is scheduled in two weeks.
- Introduce the comprehensive safety program.

It was discussed that the personnel board will work on a future plan to add this program to the personnel manual.

Final comments by the Board members were that the safety program is a "no brainer" and it is critical that it is adopted.

Respectfully submitted,

Genie Frazer  
Board Member