

STATE OF ALABAMA

COUNTY OF BALDWIN

Personnel Board met at 7:00 AM  
City Hall, Conference Room,  
161 North Section Street, Fairhope, Alabama 36532, on  
Friday, 10 January, 2014.

**Present were:**

Members: Diane Thomas, Chairman; Wayne Griffin; Judy Hale; Clark Stankoski; Pandora Heathcoe, City Human Resources Director. Also attending, Jack Burrell, City Council President and Paul Myrick, City Attorney for Personnel Matters.

**Absent:** Kevin Boone, City Council Liaison.

The meeting was called to order at 7:00 A. M.

Before the minutes from the November meeting were reviewed, Chairman Thomas introduced Mr. Paul Myrick, City attorney for personnel matters and invited Board members to ask Mr. Myrick any questions they had about the Draft Personnel Handbook. Members were interested in the requirements of the State's Open Meeting Act. Specifically they wanted to know if the Hearing Board as constituted in Section 9.03 of the Draft Handbook would require that appeals be conducted in an open meeting. Mr. Myrick was of the opinion that the hearings would need to be open, but he will research the Act and send a written memo to the City Clerk and the Board. His memo will be forwarded to Board members when it is received.

Next order of business was consideration of the minutes of the November 22, 2013 meeting. The minutes were reviewed and amended to show that Wayne Griffin was absent and then approved as corrected.

Pandora Heathcoe, HR Director, gave an update on the progress of hiring an assistant in the HR department. She is reviewing the applications and hopes to schedule interviews with 4 or 5 qualified candidates in the next two to three weeks.

Chairman Thomas then opened the discussion of the Draft Personnel Handbook. Comments of the Board members are summarized in the two attachments accompanying these minutes.

Mr. Jack Burrell, Council President, sent an application for a potential new member of the Personnel Board to Ms. Thomas. The application and resume were forwarded to all Board members for review prior to the meeting, and the members were in favor of the Chairman contacting the applicant to see if she has an interest in serving on the Personnel Board. Ms Thomas will report back at the next meeting.

Final new business was an update from Ms. Heathcoe on matters in the HR Department. She is scheduled to appear at the Council work session on January 13 to introduce a firm which specializes in safety training. Ms. Heathcoe is seeking alternatives to help in reducing the City's accident rate and rising Workman's Comp claims.

The January 17 meeting is cancelled, and members should check their email for notification of the next Board meeting to be held in February.

There being no further business, the meeting was adjourned at 8:30 AM.