

COUNTY OF BALDWIN

Personnel Board met at 7:00 a.m.
Delchamps Room
161 N Section Street, Fairhope, AL 36532
Friday, 18 July, 2014

Present:

Diane Thomas, Chairman

Members: Wayne Griffin, Judy Hale, and Clark Stankowski; Kevin Boone, City Council Liaison; Pandora Heathcoe, City Human Resource Director and Desmond Joiner of MyMax Benefits.

Absent: Scherry Douglas.

The meeting was called to order at 7:00 a.m.

Minutes from the May 23, 2014 meeting were approved by a first motion set forth by Wayne Griffin and second by Clark Stankowski.

Desmond Joiner of MyMaxBenefits was introduced and briefly explained his company and the role they are playing in helping the City Administration analyze and evaluate employee benefits. The company will be advising the City on which companies to include in the benefits menu offered to City employees. At present, individual companies lobby the City to be included and there seems to be redundancy and unnecessary duplication. The City wants to offer its employees choices but not flood them with overlapping and competing policies. Desmond was asked if his company would also be selling policies to employees and he responded no. After he left, the Board wished they had asked how his company was being compensated for this work. That is a question for a future conversation.

Pandora Heathcoe, HR Director, reported that Safety Plus had been approved and would assist the city with mandatory safety training. Safety training would be implemented in new hire orientation, plus current employees, based on their position. Safety Plus would also make hands on and online training available and would conduct on site safety spot checks. This initiative was seen as a constructive way to proactively reduce the number and severity of employee accidents and injuries.

Ms. Heathcoe also reported that the corrected Personnel Handbook had been passed by the City Council. Pandora stated she would be meeting with Department Heads to go over the changes contained in the new Handbook.

Additionally, Ms. Heathcoe indicated recruitment for a new assistant for the Human Resource Department was underway.

The next item for discussion was work on employee evaluations. Ms. Heathcoe felt the current evaluation form was good, but wanted to be sure supervisors documented specific performance examples to support the performance rating. Discussion took place regarding several examples of

performance evaluation forms the board has gathered and the process in place. It was discussed that performance evaluations are not being done at all levels. Wayne Griffin emphasized that he thought the current performance form was good, but if evaluations aren't done, and aren't done at all levels, the forms don't do any good. The board agreed that the employee evaluation form and process would be the main topic for review at the September meeting.

Wayne Griffin then discussed the position of Board Chairperson and suggested the creation of a co-chair. There was open discussion on the topic. The idea is to have the Board Chairman serve as Chair for two years and the Co-chair would then become Chair and a new Co-chair would be elected. This structure would allow the Co-chair to become familiar with the Board roles and responsibilities before becoming Chair and created better continuity on the board. Additionally, everyone on the board would rotate into the Chairperson position before their time on the Board was completed.

Wayne Griffin moved the meeting be adjourned and Judy Hale seconded the motion.

The August Board meeting is cancelled and the next regularly scheduled Personnel Board meeting will be held Friday, September 19, 2014₄ at 7:00 AM in the Delchamps Room of City Hall.

There being no further business, the meeting was adjourned at 7:50 AM.

Respectfully submitted,

Judy Hale, Acting Secretary