

## COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.  
Delchamp's Room  
161 N Section Street, Fairhope, AL 36532  
Friday, January 29, 2016

### **Present were:**

Members: Diane Thomas, Chairman; Scherry Douglas, Jenny Erdoes, Kevin Boone, City Council Liaison, Pandora Heathcoe, Human Resources Director and Lt. John Hamrick, Police Department.

**Absent:** Lorenzo Howard and Rob Stankoski

The meeting was called to order at 7:15 a.m.

Minutes from the October 23, 2015 meeting were approved by a first motion set forth by Scherry Douglas and second by Jenny Erdoes.

Under old business, Diane Thomas, Chairman, asked Pandora Heathcoe, HR Director, if department heads were up-to-date on completing their performance evaluations and was there any feedback, positive or negative, about the new form. Pandora said that all department heads were up-to-date and she has had no complaints or compliments on the form. Diane said that the intention when the form was revised was for department heads to use it for one year and then review the form with them to see if any changes needed to be made. The question was then presented to Kevin Boone if the Council had seen performance evaluations on employees who were recommended for merit raises in the last budget cycle. Kevin said that Council was only given a figure for the total recommended merit raise amount. The Board suggested that Council may want to review performance evaluations on employees recommended for merit raises in this next budget cycle.

Under new business, Diane briefed the Board on Mayor Kant's request that the Board review the City's Zero Tolerance Drug and Alcohol Policy. Each member stated that they had reviewed it. Pandora Heathcoe explained the City's HR legal firm wrote the policy and she further provided information on the various resources the employee's have for substance abuse assistance. The City's pre-employment drug screening, random drug testing of employees, and drug testing after a worker compensation accident or suspicion of drug use were discussed. Both Scherry Douglas and Jenny Erdoes mentioned that the City's policy is very similar to those of other corporations and government agencies with which they have been affiliated. Before the meeting, Lorenzo Howard offered his opinion to Diane Thomas and Pandora Heathcoe that he thought the policy was sound but he wanted to be sure employees knew that they could receive help with a substance abuse problem if they voluntarily sought aid before they tested positive on any screen.

All Board members present were in agreement that once an employee had tested positive, the no tolerance drug policy should be enforced. Any employee who is on the job and under the influence of legal or illegal drugs exposes the City, other employees, and himself to increased, unacceptable risk.

Lt. John Hamrick presented a request from Chief Petties who could not attend that the Board review the application process and hiring in the Police Department. Scherry Douglas and Jenny Erdoes both said they would review that process and work with Lt. Hamrick and Chief Petties to determine how the Board might be helpful and/or assist. They will report their findings back to the full board.

Pandora Heathcoe, City Human Resource Director, gave an update on the discipline process and how she has begun working with the various departments on training. Since the Police Department recently experienced several promotions, she began training those new supervisors on the process and forms. She mentioned the next department head training she would like to focus on is the EEOC process.

Diane mentioned her term on the Board has been extended one year and she would like for the Board to plan for an orderly succession when she leaves in December.

The next regularly scheduled Personnel Board meeting will be held Friday, February 19, 2016, at 7:15 AM in the Delchamps Room of City Hall.

There being no further business, the meeting was adjourned at 8:15 AM.

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Respectfully submitted,

Pandora Heathcoe  
Acting Secretary