

COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.
Delchamp's Room
161 N Section Street, Fairhope, AL 36532
Thursday, May 19, 2016

Present:

Members: Diane Thomas, Chairman; Lorenzo Howard, Scherry Douglas, Rob Stankoski, Jenny Erdoes, Pandora Heathcoe, Human Resources Director and Kevin Boone, City Council Liaison.

Absent: None

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

Minutes from the April 21, 2015 meeting were approved by a first motion set forth by Lorenzo Howard and second by Jenny Erdoes.

Under old business:

Diane Thomas, Chairman, discussed that the City Council had approved the ordinance for comp time for all non-exempt City employees and the amendment to the Personnel Board ordinance increasing the Board membership from its current five (5) members to six (6). She asked members to reach out to potential candidates and asked the Board would it be permissible to invite potential candidates to sit in on future meetings since the meetings are public. The Board agreed this was a wise decision.

Under new business:

Chairman Thomas mentioned that the Board will need to research companies to update/upgrade the compensation study after the current election is completed. Pandora Heathcoe expressed a concern and agreed this was very important task for the Board to begin. She had just received a promotion request which would require creating a new job title. She explained that the job does not exist on the current compensation study. The request involved creating a Lieutenant I, II, and III positions. If this new job title was placed at Step 28, it would be the same grade as the Chief of Police.

Lorenzo Howard stated that exempt positions are not usually divided into tiers, and it does not appear that any new job description or rational was offered for this requested change. He then explained the process that he and Chairman Thomas went through during the first compensation study. They met individually with all department heads, and he felt this process should be performed again to go over each job description with those department heads to ensure they are accurate. Discussion would also include preparing a departmental organization chart, problems within the department, and the status of employee evaluations.

The Board also discussed the merits of performing the update to the compensation study in-house or hiring an outside consultant. The general consensus of the Board was that an outside consultant would be objective and un-biased. Pandora said she had already begun receiving information from other municipalities concerning who they used for their compensation studies. The motion was made and seconded to hire an outside consulting firm to perform a comprehensive update to the Classification and Compensation and study and passed unanimously. The next steps for the Board are to make a presentation to the Mayor and Council for the approval to hire a consulting firm; and if the Council approves, the Board will need to prepare a Request for Qualifications (RFQ) to put the study out for bid.

Before the next meeting all Board members will review the previous RFQ from 2012 and be prepared to discuss the areas/needs they feel are most important for a consultant to address and update.

The next regularly scheduled Personnel Board meeting will be held Thursday, June 16, 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 with first motion set forth by Rob Stankoski and second by Scherry Douglas.

Respectfully submitted,

Pandora Heathcoe
Acting Secretary