

COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.
Delchamp's Room
161 N Section Street, Fairhope, AL 36532
Thursday, April 14, 2016

Present were:

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

Absent: Scherry Douglas

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

Minutes from the March 16, 2015 meeting were approved by a first motion set forth by Lorenzo Howard and second by Rob Stankoski.

Under old business:

Diane Thomas, Chairman, discussed Chief Petties's request that the Board review the interview process for the Police Department. Scherry Douglas and Pandora Heathcoe participated in the Dispatcher interviews and Lorenzo Howard and Pandora Heathcoe sat in during the Police Officer interviews the next day. Lorenzo expressed his belief that the interview process was thorough. His participation allowed him to ask the candidates questions and evaluate the candidates from an outside perspective. Lorenzo stated that in his opinion it would be an excellent idea for the Board and Human Resources to be included in the interviewing process going forward.

Chairman Thomas discussed her request to Mayor Kant and the City Council to increase the Board membership from its current five (5) members to six (6). Mayor Kant did not see a problem with the request; however, Jack Burrell suggested that the number be increased to seven (7) members to make it easier to obtain a quorum for meetings. Diane explained to Jack that since the majority of the current Board members have jobs, the primary concerns were increasing the pool of members available to sit for disciplinary hearings and to take on projects at the request of the Council or the Mayor. Pandora Heathcoe mentioned she knows someone in the community who recently moved here and is retired from the State Law offices in New Mexico who is very interested in becoming a board member and has already picked up an application.

Chairman Thomas addressed Mayor Kant's request for the Personnel Board to review the steps and promotion standards within the Police Department. It was decided that Scherry Douglass and Jenny Erdoes meet with Chief Petties to go over the current procedures and also research the processes in other agencies as well.

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 explained that she has already begun reaching out to other entities statewide for information on merit raise percentages given in 2015, when was the last time they updated their compensation study and which firm did they used, and could they send us a copy of their compensation study results.

Lorenzo explained to the Board the process which he and Chairman Thomas went through during the first compensation study. He brought up for discussion whether an outside firm should handle this task again or could this process be performed in-house by the Personnel Board. He suggested this discussion be postponed until the May meeting.

Pandora Heathcoe also stated she has begun working with each department head to update all job descriptions to ensure the correct ones were in place.

The next regularly scheduled Personnel Board meeting will be held Thursday, May 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 with first motion set forth by Lorenzo Howard and second by Rob Stankoski.

Respectfully submitted,

Pandora Heathcoe
Acting Secretary