

COUNTY OF BALDWIN

Personnel Board met at 7:15 a.m.
Delchamp's Room
161 N Section Street, Fairhope, AL 36532
Thursday, June 16, 2016

Present:

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

Absent: Rob Stankoski

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

Minutes from the May 19, 2016 meeting were approved by a first motion set forth by Jenny Erdoes and second by Scherry Douglas.

Under old business:

Diane Thomas, Chairman, discussed that she and Lorenzo met with Chief Petties concerning the Police Department's interviewing process. The Chief conveyed that he would like for one board member and the Human Resource Director to continue sitting in on any interviews they may have in the future. He feels this process helps with details that may fall through the crack during the interview process along with showing there isn't any form of favoritism in their process.

Diane reminded all Board members each one is required to watch a training video provided by the State of Alabama Ethics Commission. Once they have watched the video they will receive a certificate which they will forward to Human Resources. Pandora Heathcoe stated she would forward the link to each member so they can complete this process.

Under new business:

Chairman Thomas mentioned that each Board member had received a copy of the initial RFQ that was sent out requesting bids for the initial Compensation Study. In 2011/012, the process was extremely lengthy due to the fact that the City had no structure in place for grading and classifying jobs or a structured method for determining compensation based on requirements of the job. HR and the Board have been working the last two years on updating the pay ranges for all grades and Pandora Heathcoe is currently working with all the department heads to ensure all job descriptions are up to date and accurate.

Diane and Lorenzo both voiced that in the initial Compensation Study several items were not received with the most important one being a manual and training on guidelines for classifying new jobs not in existence at the time of the study.

Diane and Lorenzo also feel there is a need to readdress employee status as to exempt vs non-exempt status. Diane has created a Scope of Work and given that to each Board member. It was unanimous that the RFQ rough draft needs to be completed as soon as possible.

Diane and Lorenzo also suggested that before a new study begins, two Board members meet with each department head to review job descriptions, performance evaluations and that department's organization chart and to discuss their experience in using the classification and compensation system in place since 2012.

The Mayor has stated that he needs information on the cost of the study as soon as possible to put the request in next year's budget. Because of this timeline and the need to refine a new RFQ to present to the Council and the Mayor, the next scheduled Personnel Board meeting will be held Thursday, June 30, 2016, at 7:15 AM in the Delchamps Room of City Hall. The Board has allocated a minimum of one and a half hours for this meeting.

There being no further business, the meeting was adjourned at 8:15 AM with first motion set forth by Lorenzo Howard and second by Jenny Erdoes.

Respectfully submitted,

Pandora Heathcoe
Acting Secretary