

COUNTY OF BALDWIN

Personnel Board met at 7:00 a.m.
Delchamps Room
161 N Section Street, Fairhope, AL 36532
Thursday, August 4, 2016

Present:

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

Absent:

Guest: Mayor Timothy Kant

The meeting was called to order at 7:05 a.m.

Minutes from the July 20, 2016 meeting were approved by a first motion set forth by Lorenzo Howard and second by Jenny Erdoes.

Under old business:

Diane Thomas, Chairman, began the review of the draft RFQ which was sent to all Board members. Members were asked to discuss questions or concerns, additions to the RFQ or changes to its format.

Lorenzo Howard stated that in paragraph one "Purpose" the verbiage "current Compensation and Job Classification System" should be in bold letters. He stated the City is merely "tweaking" the current study and not requesting someone to come in and completely redo it.

Kevin Boone stated he liked the draft and also referred to "tweaking" the current one in place.

Diane stated after reviewing the Draft RFQ again, she felt that all City benefits should be included such as paid holidays, vacation, sick time, retirement, etc. when comparing compensation of other cities to Fairhope for specific positions.

Diane asked Lorenzo to explain to the Board "Compression of Range." He stated that as employees receive pay raises over the years, they will get closer to the top of the range and the difference between the highest paid employee and the lowest paid employee becomes less and less thus compressing the range.

Diane also requested that the Board review the RFQ Draft again so that when meeting with the Department heads it can be determined if the classifications are correct (example: Police Department).

Under New Business:

Mayor Kant attended the meeting briefly to discuss his concerns or issues with the current compensation/classification system which the City has been operating under since 2012.

Mayor Kant listed the following:

- Clarify the merit system. How should the City give merit raises? He feels that worker compensation accidents, job performance, customer service and education should all be taken into consideration when giving a merit increase.
- Police Department – How can the City properly promote in that the department?
- Keep job descriptions current and up to date when splitting a department (example: Split of Planning and Zoning into P&Z and Building)

Diane advised Mayor Kant of the Board's intention to meet with all department heads to discuss job descriptions, organization charts for that particular department and any concerns department heads may have with the current compensation study, performance evaluation forms and/or any other issues.

There being no further business, the meeting was adjourned at 8:00 AM with first motion set forth by Scherry Douglas and second by Rob Stankoski.

The next meeting is scheduled for Thursday, September 15, 2016.

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Respectfully submitted,

Pandora Heathcoe
Acting Secretary