

COUNTY OF BALDWIN

Personnel Board met at 5:00 pm  
161 N Section Street, Fairhope, AL 36532  
March 12, 2019  
SPECIAL CALLED MEETING

**Present were:**

Members: Diane Thomas, Chairman; Board members Rob Stankowski; Genie Frazier; City of Fairhope Human Resources Teri Howard and Leslie Green; and Building Director Erik Cortinas.

The meeting was called to order at 5:00 pm.

Personnel Board Chairman Diane Thomas announced that due to unforeseen circumstances member Ron Hayes needed to resign. She encouraged the board to think of any Fairhope resident who would be interested in becoming a member of the Fairhope Personnel Board.

Diane stated that the Fairhope City Council asked the Personnel Board to review and make a recommendation on the Fairhope Building Department pay grades. This meeting was called to discuss the pay and duties of the of the Fairhope Building Department and Planning Department, and to compare those to the same or similar positions of Orange Beach, Gulf Shores, Baldwin County, Daphne and Foley. Erik Cortinas provided the Board with comparable pay and duties for the surrounding municipalities. Mr. Cortinas explained that the City of Fairhope is the lowest in the area on the pay, and he is losing employees due to pay. Below is an excerpt from his presentation:

“When the original Compensation Study was done in 2012 the Planning and Building Departments were listed together as a single Department. Therefore, the pay scales were established as a single department:

Grade	Minimum	Maximum	position
20	\$35,103.65	\$56,165.85	Permit Technician, P&Z Admin
21	\$37,736.43	\$60,378.29	Building Inspector, Fire Inspector
22	\$40,566.66	\$64,906.66	Assistant Building Official
24	\$46,879.85	\$75,007.76	Planner
26	\$54,175.52	\$86,680.84	Building Official
28	\$62,606.59	\$100,170.54	Director of Planning

I am requesting that the Compensation Study be amended to reflect the building department as its own department and create a more competitive pay scale compared to other (i.e. “competing”) jurisdictions in Baldwin County. I request that the pay grades be revised to the following:

Grade	Minimum	Maximum	position
20	\$35,103.65	\$56,165.85	Permit Technician
22	\$40,566.66	\$64,906.66	Building Inspector, Fire Inspector
26	\$54,175.52	\$86,680.84	Assistant Building Official
28	\$62,606.59	\$100,170.54	Building Official

These pay scales will allow for the opportunity for advancement through either merit or cost of living raises and prevents anyone from “capping out” too soon due to lower pay scales. These classifications will also bring the building department into line with the pay scales and responsibilities of other Fairhope Departments.”

After much discussion about the pay ranges and duties of comparable positions in the area, it was agreed by the Board members to recommend to the City Council to change the pay grades and corresponding pay ranges for the Fairhope Building Department as outlined by Mr. Cortinas.

Diane stated that the necessity for the review of the Planning Director position is due to the resignation of Wayne Dyess, Planning Director. The proposed change in pay grade would be from grade 28 to grade 32 (proposed by the Mayor). Leslie stated that she felt a 31 would be more appropriate. The Board members stated that they felt uncomfortable with the reason for the pay grade change being Mr. Dyess’s leaving the City. It was stated that if the Board recommended pay grade changes for Planning because someone was leaving, it might be requested for every vacated position. There was some discussion that if a different pay grade was recommended by the Personnel Board, it would need to be approved by Council. The Board stated that more information was needed to evaluate and compare whether to change the pay grade for the Director of Planning. Leslie stated that she would gather more information for a fair assessment for the Planning Department. The board agreed to meet on Friday, March 15, 2019, at 7:15 am to revisit the information provided for the Planning Director.

A motion was made and second to adjourn.

Respectfully submitted,

Leslie Green  
Human Resources Manager