

## CITY OF FAIRHOPE

Personnel Board Meeting  
7:00am - June 20th, 2019  
161 N Section Street  
Fairhope, AL 36532

### **Present were:**

Members: Diane Thomas, Chairman, Board Members Genie Frazer, Rob Stankoski, Jake O'Neil and John Manelos; Leslie Green, Human Resources Manager, Terry Howard, Human Resources; Councilman Kevin Boone; Lorenzo Howard.

The meeting was called to order at 7:00 am.

Terry Howard provided Board members with copies of The City of Fairhope's "Personnel Rules, Policies and Procedures".

A proposed safety manual developed by former Personnel Board member, Ron Hayes, was briefly discussed. There is a need for converting this document from Adobe to Word so that all Board members are able to review. Rob Stankoski offered to undertake this task.

Former Board member, Lorenzo Howard, provided historical background on the City's job description/classification/pay grade system. This was to provide context for the Boards review of a proposal by Auburn University's Government and Economic Development Institute (GEDI) to undertake this, in addition to developing a requisite performance management system. The Board was requested to undertake this review by Mayor Wilson at the June 3<sup>rd</sup> Board meeting. Mr. Howard stated the City needs to move quickly on such a review as he was concerned about employees "leaving". He endorsed the use of Auburn as being "excellent" for this undertaking. He stated he would not use the prior company utilized by the City for a similar review conducted in 2012.

Leslie Green provided input on the City's current status related to the above. She endorsed the use of Auburn as proposed.

Diane Thomas stated that in the 2011-2012 study, the City published a Request for Qualifications and a group of city employees and two members of the Personnel Board evaluated the proposals and chose one consulting company to conduct the study. However, she continued that this study follows under the guidelines for a professional services contract and that the Mayor may choose and negotiate with the provider of her choice and does not need to request proposals from other consultants. After discussion, the consensus of the Board was to move forward with their evaluation of the proposal by the Auburn GEDI which is the Mayor's preferred consultant for this project. It was agreed that as part of the Board's evaluation of GEDI's proposal, a meeting (teleconference) would be arranged with them for

further inquiry by the Board. Depending on Auburn's availability, the Board scheduled this teleconference for July 2<sup>nd</sup>, 2019.

Prior to the adjournment, there was a brief discussion related to the Mayor's request to reevaluate the position of Operations Director. Leslie had gathered comparable salary data from Riviera Utilities, Opelika, and Decatur. The Board requested additional comps from other cities similar in size to Fairhope who had 3 or 4 city owned utilities. Sylacauga, Athens, and Hartselle were suggested as three possibilities. Diane also brought to the Board's and Leslie's attention that when the salary ranges were updated with the 6% across the board increase passed by the Council in December, the range for Operations Director was not increased. Instead of a range of \$91,152. - \$118,497. - \$145,843. the range with the increase should be \$96,621.36 - \$125,607.79. - \$154,594.20. This discussion was not an agenda item, and the Board agreed to put it on the agenda of an upcoming meeting for further discussion.

At 8:15am a motion was made and second to adjourn

Respectfully Submitted,

John Manelos  
Secretary, Personnel Board