

## CITY OF FAIRHOPE

### Personnel Board Meeting

Special called meeting

7:00am - June 5, 2019

161 N Section Street

Fairhope, AL 36532

### **Present were:**

Members: Diane Thomas, Chairman, Board Members Jake O'Neil and John Manelos; Mayor Karin Wilson; Leslie Green, Human Resources Manager, Terry Howard, Human Resources; Councilman Kevin Boone; Richard Peterson, Director of Utilities; Paul Myrick, Personnel Attorney.

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

Mayor Wilson's proposal for changing the job descriptions in the Community Development Department were reviewed by the Board. Mayor Wilson has proposed eliminating the position of Director of Community Development (Grade 28 with Pay Range of \$62,607. to 100,171.) and splitting the job responsibilities of this position between two new positions: Community Development Supervisor (Grade 23 with Pay Range \$43,609. to \$69,775.) and Project Coordinator (Grade 20 with Pay Range \$35,103. to \$56,166.) She has also proposed a change in job title of the Special Events Coordinator to Events and Tourism Manager and an increase in the grade from 20 to 21 with a change in pay range from \$35,103-56,166. to \$37,763.- 60,378. The HR department presented the new job descriptions, wage data for similar positions in surrounding cities, and the current listing of all City job positions with current grades and pay ranges. After discussion of all information presented, the Personnel Board recommends to the Council that the new job descriptions, pay grades and pay ranges for the Community Development Department as outlined above be adopted.

At the request of Mayor Wilson, the Board was asked to review a matter involving the Director of Utilities employment contract with the City. At issue are the terms of employment that were offered at the time of employment and subsequent discrepancies/disagreement regarding these terms. The Board heard from Mayor Wilson and the Director of Utilities in this regard. The Board recommended that this matter be referred to the Council and Mayor for further inquiry by legal staff so that they (Council and Mayor) can be advised accordingly.

At the request of Mayor Wilson, the Board received an overview of their role and responsibilities, from Paul Myrick, who serves as the City of Fairhope's Attorney on personnel matters. This was done for the benefit of the two newly appointed Board members. Mr. Myrick answered several questions from Board members in this regard. A broader discussion was held

between Board members, Mayor Wilson and Councilman Boone on the expectations of the Council and Mayor regarding matters referred to the Board and their duties therein.

At the June 3<sup>rd</sup>, 2019 Board meeting, Mayor Wilson requested that the Board review a proposal by Auburn University's Government and Economic Development Institute to develop and update the City's job descriptions, classifications and pay plans. Also proposed was the development of a performance appraisal system for city employees. Diane Thomas re-affirmed to Mayor Wilson that the Board would take this matter under review at a Board meeting in the very near future.

A motion was made and second to adjourn.

Respectfully Submitted,

John Manelos  
Secretary, Personnel Board