

## CITY OF FAIRHOPE

Personnel Board Meeting  
7:00 AM – May 20, 2021  
161 N Section Street  
Fairhope, AL 36532

### **Present were:**

Members: Diane Thomas; Genie Frazier; Rob Stankoski; Jake O'Neil; Councilman Kevin Boone; Mims Ebelhar, HR Coordinator; Traveis Cunningham, HR Manager; and Mayor Sherry Sullivan

The meeting was called to order at 7:00 a.m.

Minutes of the December 4<sup>th</sup>, 2019 meeting were approved as presented.

Mayor Sullivan expressed gratitude for Diane Thomas' help with job descriptions and provided an update on the progress of the Auburn Study. The study has been received for initial review, and the Mayor has submitted correction recommendations based on certain discrepancies and request for further formatting. Once the revised version is received, the study will be submitted again for review by department heads before moving onward for review by the Council.

The Mayor acknowledged current challenges being faced by the Human Resources Department as a result of previous disorganization and thanked Traveis Cunningham, Mims Ebelhar and new part-time HR assistant, Wendy Knight, for their efforts to improve file management and overall processes. She explained different organizational changes and personnel openings throughout the City. Optimization of City employee recruitment was discussed.

Diane Thomas spoke about the successful implementation of Personnel duties in partnership with the Mayor. She thanked Traveis Cunningham and the Mayor for their efforts.

Rob Stankoski, Genie Frazier and I briefly introduced ourselves to Traveis Cunningham. Traveis and Mims Ebelhar introduced themselves to the Board and spoke about their roles in the City.

The Mayor discussed the "simple clinic" that will be utilized for City employees for wellness checks, occupational health, drug screening and other medical needs. The clinic will be located at the Pecan Building. This is projected to be cost-efficient for City employees and a timesaver for the City. The Mayor proposed a future informational meeting for the Board in regard to the "simple clinic."

Traveis Cunningham spoke about personnel changes in the HR department since the last Personnel Board meeting in December 2019. The Safety Coordinator position, held by Michael Johnson, has been moved to the HR department. Traveis suggested that the Board have a meeting with him soon.

Traveis Cunningham spoke about the current and previous challenges in the HR department. He addressed challenges including shortness of staff and database issues. He spoke about time conservation, organizational communication and file organization. He suggested that a role be created for benefits administration and an additional payroll employee. He also spoke about payroll system usage, workflow in the office and workplace safety. HR challenges and workplace accidents procedure were discussed by Genie Frazier, Mims Ebelhar, Traveis Cunningham and Mayor Sullivan.

The role of the Board and its capacity to serve the City were discussed. Diane Thomas suggested scheduling a meeting in approximately one month to fill the Board vacancy. Pay grade equity was discussed. Final comments were made by Board members.

At 8 a.m., a motion was made and seconded to adjourn.

With gratitude,

Jake O'Neil  
Personnel Board