

CITY OF FAIRHOPE

Personnel Board Meeting
7:00 AM – June, 17, 2021
161 N Section Street
Fairhope, AL 36532

Present were:

Members: Diane Thomas; Genie Frazier; Rob Stankoski; Jake O'Neil; Councilman Kevin Boone; Traveis Cunningham, HR Manager

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

Minutes of the May 20, 2021, meeting were approved as presented.

Traveis Cunningham updated the Board on the job classifications received from the Auburn University study and said he was pleased with the HR descriptions as presented. After the department heads approve the descriptions, the Personnel Board will provide feedback before the descriptions are sent to the Council.

Traveis Cunningham and Diane Thomas voiced pay grade concerns. Cunningham expressed concerns of entry level pay grades that he thinks should and will be addressed in the future. Genie Frazier questioned where the data was derived. Diane Thomas believes that these pay grades are derived from statewide wage data figures. She does not think Baldwin County municipalities were surveyed for the pay grades.

Traveis Cunningham feels HR issues are slowing down and there is some positive momentum gaining in that department. Diane Thomas will distribute the 54-page classification study to all board members.

Diane Thomas proposed a solution for recording the minutes. Rob Stankoski nominated Jake O'Neil for Board secretary. Jake O'Neil accepted and will serve in this position.

Applications for the Board were discussed by all members. Rob Stankoski wanted to eliminate candidates who were not interested in the Personnel Board specifically. Ideas were pitched about the best way to approach appointing a new member. The Board eliminated Judge Floyd since we already have an attorney on the Board. Genie Frazier agreed to reach out to the five remaining candidates to explain what the Board does in an effort to narrow the candidate list. Rob Stankoski suggested bringing in the candidates that are truly interested to a Personnel Board meeting on an individual basis. All members agreed to this proposal.

Diane Thomas spoke about the need to renew Personnel Board terms. She announced she will retire after approximately one more year of service.

Traveis Cunningham provided further updates from the HR department. Since May 1, HR has hired 25 employees. Traveis is currently working on the HR budget to account for training and third-party association memberships. Diane Thomas asked about changing the current part-time HR employee's status to full time. Traveis Cunningham will provide additional updates on this matter at the next Board meeting.

Traveis Cunningham spoke about taking over self-billing, which has been going well. He stated that the HR department wants to rewrite and edit the Employee Handbook that was last updated in 2014. Traveis also mentioned his department's participation in the Heart Walk, which Mayor Sherry Sullivan serves as chairman. Diane Thomas mentioned that Traveis Cunningham does not have any policies that he can enforce. She stated she would submit Ron Hayes' safety manual for review and use with the new employee manual. Rob Stankoski noted there is good information in the manual and that it would be a good idea to use it along with the Safety Department. Traveis Cunningham provided some background information about Michael Johnson, the new Safety Coordinator. He mentioned the difficulties Michael is having implementing safety policies without a updated safety manual. Rob Stankoski mentioned some of the ideas that he has pertaining to incentives for safety from previous meetings.

Genie Frazier spoke about her work experiences and how important it is to create a sound culture of safety. She made points about safety being a team effort from the highest position to the lowest position. Traveis Cunningham and Diane Thomas spoke about the large expenditures the City has endured over the years with workers' compensation claims.

Councilman Kevin Boone spoke about previous workers' comp claims. He offered advice on choosing a future Personnel Board member and stated it is important to let new Board member candidates understand the full scope and role of the Board as an advisory committee.

Traveis Cunningham stated that he would bring Michael Johnson to discuss safety at the next meeting.

At 7:45 a.m., a motion was made and seconded to adjourn.

With gratitude,

Jake O'Neil, Secretary
Personnel Board