

## CITY OF FAIRHOPE

Personnel Board Meeting

7:00 AM – August 19th, 2021

161 N Section Street

Fairhope, AL 36532

### **Present were:**

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

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

Minutes of the July 15th, 2021, meeting were approved as presented.

The purpose of the meeting was recognized: to meet the candidates for the vacancy on the personnel board then answer any questions they may have and to review the classification study. The candidate, Tyler Garner, expressed an interest in learning more about City government, and Genie Frazier attested to the fitness of his qualifications. Tyler expanded on his leadership experience throughout his thirteen years in the Marine Corps and in his current role as a Director of Quality Control for Air Bus. Tyler described his coaching philosophy as including opportunity for recursive action prior to further disciplinary action and an assurance of clearly defined expectation. Diane Thomas expressed that the City strives to implement processes that mirror those same ideals. Robert Stankoski briefly reviewed the role the board takes in the handling of personnel issues and any appeals of disciplinary action and stated that he sees the classification system as the most important achievement the personnel board has made for the City. Jake O'Neil stated that he is proud of efforts the board has made towards safety procedures in the City and expressed hope and confidence in the City's processes. Diane emphasized the fact that the advisory nature of the board does not discount the importance and echoed the enthusiasm for structural developments and improvements previously expressed by Rob. The history of appeals processes in the City are briefly outlined. Originally, the mayor appointed an individual to hear an employee's appeal. The board's variety of individuals including diversity in life experience and personal opinion adds greater integrity and fairness to the appeals process in the City. Tyler outlined recent experience that he's had with Air Bus reanalyzing and restructuring their compensation classifications, as well as experience with safety procedures. Tyler and members of the board thanked one another for their time together. Terry Ullrich and the board introduced themselves to one another. Terry was a

budget analyst and worked his way up to be a CFO before retiring from LSU Health Sciences Center of New Orleans. Terry discussed his experience with personnel management, loss prevention, risk and safety management. The importance of the board's role in personnel issues, classifications, safety measures, including praise for the board's recommendation for creating a safety coordinator position in the City, was reiterated. Terry Ullrich's experience was further discussed. The self-insurance status for health benefits in the City was discussed. Terry Ullrich and members of the board thanked one another for their time together. Expanding the board from five to six members by filling two vacancies and offering both candidates a position was proposed. All members agreed. The topic of discussion shifted towards the compensation study, and the importance of having job duties match the job title and description in the compensation system was pronounced. Diane Thomas has organized the study from Auburn University by department. Further work needed to customize the study for implementation in the City and next steps, including ensuring each position has a job description and an outline for steps program, were discussed. Updated policies, including on-call policy, work boots policy, and travel policy, were announced as the agenda for the next meeting. The mayor would like to adopt the policies by the 3<sup>rd</sup> week in September, so board members agreed to meet at 5 pm on the ninth of September to look at work charts and the review policies.

At 8:05 a.m., the meeting was adjourned.

With gratitude,

Jake O'Neil, Secretary  
Personnel Board