

CITY OF FAIRHOPE

Personnel Board Meeting  
4:00 pm – January 27<sup>th</sup>, 2022  
161 N Section Street  
Fairhope, AL 36532

**Present were:**

Members: Diane Thomas; Genie Frazier; Rob Stankoski; Terry Ullrich; Jake O’Neil; Councilman Corey Martin; HR Coordinator Wendy Kidd; City Clerk Lisa Hanks

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

Minutes of the December 2nd, 2021 meeting were approved as presented.

Wendy opened the conversation about job descriptions. She stated that the Auburn Study, Munis, and the job description titles only match about 60% of the time and answered that Munis is most accurate of the three. Diane Thomas stated that some jobs need descriptions, some titles and jobs need to be added to the system, and some jobs need to be rated using the FES criteria. Diane Thomas spoke about the importance of pairing these titles and descriptions in collaboration with department heads and estimates they’re about 80% through this process.

Diane spoke about the recent turnover within the City. Terry Ullrich and Diane conducted exit interviews with Traveis Cunningham and Michael Johnson. Diane felt Traveis was not accustomed to working in the public sector and he had a job opportunity to return to a previous company. Diane stated that Nancy Bell had sole responsibility for processing the City’s payroll and after 13 years of this responsibility, she felt that she needed a change. Lisa Hanks spoke highly of the work of the new payroll assistant Penny Hale. An exit interview was not conducted with Michael Johnson. Corey Martin expressed that the implementation of mass change within the City safety protocols may have attributed to Michael’s resignation. Diane expressed disappointed that the Safety Manual was not brought to the attention of the Personnel Board in more timely fashion. Genie Frazier wanted to narrow down the root cause as to why the safety manual was not provided sooner to the Board. Diane hoped the next HR Coordinator would have priorities in line to ensure that this delay of the manual would not happen in the future.

Terry Ulrich spoke about his meeting with Aislinn. Aislinn has created an excel spreadsheet to organize the pay grades, employee job titles, retirement contributions, benefits and employee name. Terry hopes to incorporate the Auburn Study into this spreadsheet.

Terry also discussed pay grade equities plans for present and future wage and cost of living increases. Diane stated that the range approach is effective. Rob Stankowski and Genie Frazier agreed that this is a multiple step process. Diane, Genie, Lisa, Corey, Terry and Rob discussed different approaches to cost of living and longevity pay increases.

Jake O'Neil brought up concerns written in the safety manual pertaining to the liability of the Board. Rob, Genie, and Corey agreed that this statement should be under legal review. Genie, Rob, Corey, and Jake discussed the City cell phone policy.

Jake proposed issuing a safety manual test for employees upon implementation. Genie felt that this would have to be department specific. Corey talked about the importance of having a group of safety people disbursed throughout the City to implement widespread safety practices. Diane and Corey discussed some of the practices Michael Johnson had implemented with different departments during his time with the City.

Rob, Corey, and Jake discussed the need to edit the Safety Manual and then forward to the legal department.

Wendy, Lisa, and Kim gave summaries on recent City hiring and terminating.

A motion was made, and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary  
Personnel Board