

CITY OF FAIRHOPE

Personnel Board Meeting  
7:00 AM – March 24, 2022  
161 N Section Street  
Fairhope, AL 36532

**Present were:**

Members: Diane Thomas; Genie Frazier; Tyler Garner; Terry Ullrich; Jake O’Neil; Mayor Sherry Sullivan; Councilman Kevin Boone; Community Affairs Paige Crawford; HR Manager Cory Pierce; Safety Coordinator Donnie Grice; City Clerk Lisa Hanks

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

Minutes of the January 27, 2022, meeting were approved as presented.

Diane Thomas spoke about pairing job descriptions with pay ranges and other perspective jobs in an Excel spreadsheet. Terry Ullrich received job rating information from each City department and compared it to existing job salary and hourly wage ranges to Auburn study ranges. If these ranges were below the minimum, he would calculate the cost to bring the wages to the minimum standard. This resulted in 35 employees being brought up to the minimum standard at a grand total of \$114,076.46. He discovered 97 out of 315 positions did not have current job ratings. Terry said that the Utility and Police departments are in good shape with accurate minimum payments. Recreation and the Economic Development departments were some examples of departments that needed work to get to the minimum payment standard. Diane Thomas made the comment that she was surprised Community Affairs had a large variation in minimum payment discrepancies. Mayor Sullivan suggested the Board spot check a few surrounding municipalities that are currently making similar adjustments to minimum pay. She says in the two years since the Auburn study has been conducted that pay ranges have increased and need to be re-examined because of market variations.

Cory Pierce updated the Board on Munis. The update will happen in late-May. He will be conducting various departmental meetings to ensure that the upgrades go smoothly.

Newly hired Safety Coordinator Donnie Grice discussed the safety manual. He inherited this manual from the previous safety coordinator and has been adding to it. A copy was presented to Board members.

Diane Thomas felt that there should be a plan in place to compensate those employees within the City who have reached the top of their pay grades. Currently, those employees' pay stays the same if they are at the top of their grade. There are specific retirement system rules that must be followed in order to implement such raises. Mayor Sullivan stated that there has been cost-of-living increases and longevity pay for these "topped out" City employees. She says there should be some flexibility in salary increases to ensure City employees are not lost due to budget constraints. She spoke about the importance of City employees understanding the roadmap to get from lower-grade entry level positions to higher-grade specialty positions within the City. Cory Pierce made a comment on the importance of laying out and stating expectations for managers and department leaders. Tyler Garner and Jake O'Neil commented on their success with listing out expectations for employees at their respective careers.

Paige Crawford spoke about vacancy within the Civic Center facility. Rental Facility Assistant One has not yet been graded by the Auburn study. She provided a job description. The job involves rentals for large events within the City. Paige hopes to expand this role to add more job duties and responsibilities. There was a lack of a person of contact who could have been incorporated into this position, making that process of coordinating easier during disasters such as Hurricane Sally. She proposed defunding the Rental Facilities Assistant One position to push those funds into an all-encompassing role called "Emergency Management Specialist." Mayor Sullivan stated how vital this position is during large city events like the Arts & Crafts Festival. Diane Thomas proposed that Board members vote on the job title. Mayor Sullivan wanted to suggest a motion to vote on this job title. Genie Frazier moved that we defund the Rental Facilities Assistant One position and replace it with the Emergency Management Specialist Coordinator positions. The motion was seconded by Terry Ullrich and all members were in favor.

Cory Pierce updated the Board on Human Resources. He came from the Florida Department of Agriculture and spoke about hiring Mims as the new HR Coordinator.

Final comments were made from attendees of the meeting. Councilman Kevin Boone asked about the cost of the new Emergency Management Specialist Coordinator position to ensure that it was in the budget of the City. He felt that it would not be a challenge to get the City Council on board for this position, if it was within budget. Mayor Sullivan spoke about the challenges of retaining good talent within the City. Councilman Boone and Mayor Sullivan spoke

about what it takes to get consensus between Mayor and City Council and the process of implementing necessary changes to retain and pay employees competitively. Final comments were made by Board members and others in attendance.

A motion was made, and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary  
Personnel Board