

CITY OF FAIRHOPE

Personnel Board Meeting

7:00 – June 23, 2022

161 N Section Street

Fairhope, AL 36532

Present were:

Members: Diane Thomas; Genie Frazier; Terry Ullrich; Jake O’Neil; Mayor Sherry Sullivan
Councilman Kevin Boone; Safety Coordinator Donnie Grice; City Clerk Lisa Hanks

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

Minutes of the May 12th, 2022, meeting were approved as presented.

Lisa Hanks spoke about her work with Terry Ullrich on job titles and classifications. Diane stated that the results of the Auburn Compensation Study were ready to be presented to the City Council at the next meeting. Mayor Sherry Sullivan said this was true, but some of the descriptions needed to be tweaked and that the compensations portion was complete. Mayor Sullivan stated that there are thirty-one employees who needed to have an adjustment to their pay, based on the Auburn Study. The total financial impact being \$94,871.70 on an annual basis. The mayor stated that once those pay adjustments have been implemented, five percent across the board raises will be given throughout the City. Additionally, anyone who is a general government employee that is making less than \$15 per hour is to receive one dollar per hour increases and anyone who is a utility employee making less than \$18 is to receive one dollar per hour increases, totaling twenty-three employees, which adds \$12,040 to the payroll total for the year.

Diane spoke about progress on “pay principles” that Genie Frazier, Tyler Garner and Terry have been working on and rose some concerns about city employees being topped out in pay. Mayor Sullivan stated that the Auburn Study pay ranges are very wide, which should prevent employees from getting topped out on pay.

Diane brought up the new Benefits Coordinator position that is being considered within the Personnel Board. Mayor Sullivan agreed that the plan is still to hire this person before the new budget comes out. Diane did receive the description from Cory Pierce, but it was incomplete and cannot be reviewed at this time.

Diane is planning to retire at the end of this year. Diane wanted to discuss changes and opportunities for improvement in the Personnel Board. Genie was eager to hear about new opportunities to help improve HR practices within the City. Mayor Sullivan mentioned that the Personnel Handbook needed to be updated. She also mentioned that merit increases and performance evaluations needed to be reviewed by the Board. There was a discussion about replacing the Personnel Board Chairman.

Donnie Grice gave an update on the City Safety Manual. He said that it has been sent to department heads within the City, and it is ready to be submitted to the City Council. Diane asked about recent safety incidences within the City. Donnie stated that documentation is being used more often. Mayor Sullivan stated that there has been a substantial decrease in worker compensation expenses. Councilman Kevin Boone asked if accidents were categorized based on accidental injuries or incidental injuries. Donnie stated that this is categorized as preventable and nonpreventable. Lisa stated that most accidents within the City are preventable.

Mayor Sullivan updated the Board on HR. She stated that the City is fully staffed, and payroll is going well.

Final discussions were made about the plan to replace Diane as Personnel Board Chairman. Mayor Sullivan mentioned she would promote the possibility of having Personnel Board members attend a yearly leadership retreat. Final comments were made by Personnel Board members.

A motion was made, and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary
Personnel Board