

CITY OF FAIRHOPE

Personnel Board Meeting

7:00 A.M. – July 21, 2022

161 N Section Street

Fairhope, AL 36532

Present were:

Members: Rob Stankowski, Diane Thomas, Terry Ullrich, and Jake O'Neil; Councilman Kevin Boone; City Clerk Lisa Hanks; Human Resources Manager Cory Pierce; Safety Coordinator Donnie Grice.

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

Minutes of the June 23, 2022, meeting were approved as presented.

An update on the rating system was provided by Cory Pierce. He informed the Board that the City Council has approved the new classification system. Diane Thomas stated that Lisa Hanks was contacted by the Police Chief with questions about the new rating system. Cory Pierce is encouraging department heads to reach out to local municipalities to compare relevant job classifications. Diane Thomas raised a concern about this being the outdated way that the City used to classify jobs and that Auburn criticized the City for having no consistent rating of jobs, meaning equal pay for equal work. She expressed hope that Auburn would have helped us create our own rating system. Since Auburn did not, Diane recommended that the City come up with a way to implement an internal rating system, so that we are not dependent on other municipalities. Kevin thought anything helpful in this process would be beneficial to limit legal exposures within the City.

The new Benefits Coordinator position rating was discussed by the Board. Cory compared pay grade information from local municipalities. He determined that the pay grade 8, as recommended, was the appropriate pay grade for this position. All agreed that the job description was acceptable so a motion was made to accept the creation of this new position at the pay grade discussed and all were in favor. Kevin Boone felt this passed motion would be approved by the City Council.

Donnie Grice updated the Board on the latest in the Safety Department. There have been 34 incidences, 14 workers' compensation claims with 13 preventable and 21 non-preventable injuries – at a current value of \$104,702.73 workers' comp payouts. One instance accounted for the majority of the losses amount coming from a non-preventable instance in the Police Department. We are at our lowest instance level of workers' comp claim losses in years. The safety manual was passed by the City Council. Donnie Grice felt like the manual would make a difference in the City and he and Cory Pierce have scheduled departmental safety training.

Cory updated the Board on the Human Resources Department, including the fact that he and Donnie Grice will be attending upcoming conferences on safety training and issues. The City currently has 20 vacancies that are actively posted. He discussed several challenges with pre-employment screening and hiring processes. There was a discussion about seasonal employees. There was a discussion about the shortcomings of the City's performance evaluation system. Cory plans to create a better process for performance reviews in the future to present to the Board. He also gave an update on Munis system implementation and said it is going well and he likes the new system.

Final comments were made by Board members.

A motion was made and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary
Personnel Board