

CITY OF FAIRHOPE

Personnel Board Meeting

7:00 – May 12th, 2022

161 N Section Street

Fairhope, AL 36532

Present were:

Members: Diane Thomas; Genie Frazier; Terry Ullrich; Jake O'Neil; Councilman Kevin Boone; HR Manager Cory Pierce; Safety Coordinator Donnie Grice;

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

Minutes of the March 24th, 2022, meeting were approved as presented.

Diane opened a discussion about the recent Personnel Board Hearing. Cory asked the Board what was expected of him during these Personnel Board Hearings. Jake attended the hearing and advised that he would have liked to have seen the three City representatives interviewed. Genie inquired about the involvement of fellow attendees at said hearing. Genie and Jake agreed that there was a missed opportunity with bringing the involved City workers to speak about the incidences. Diane encouraged the City to call witnesses to future Personnel Board Hearings. She also recommended using write-ups more frequently for incidences within the City. Kevin, Genie and Jake agreed on the importance of City representatives coming forward to interview during Personal Board Hearings.

Diane requested an update on the job classifications. Cory had a half day training for Munis. He is optimistic about the upgrades.

Diane asked for the input from Board attendees for additions and omissions with the Safety Manual. She is hoping that this meeting will be the final review for the City Safety Manual. Donnie brought his manual notes to share with the Board. Kevin states that once the City Safety Manual is adopted, any changes would have to go through the City Council. Jake and Genie discussed the importance of drug testing after accidental employee injuries for insurance purposes. Cory pointed out redundancies pertaining to the seat belt policy in the document that will be removed. Diane suggests all safety violations that are placed in the respective employee's file be acknowledged by said employee in writing. The seat belt, cell phone, and workplace violence policies were discussed. Genie discussed office safety. Other changes were

suggested and, some, made in the Employee Safety Manual. Diane was pleased with the changes to the Safety Manual and suggested that a recommendation be made from the Personnel Board. It is the recommendation of this Personnel Board that the Safety Coordinator present the revised handbook to the City council for their review and approval. The Board members believe that a formally adopted safety handbook will be an important tool to aid the Safety Coordinator in efforts to improve safety in the City.

A motion was made, and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary
Personnel Board