

CITY OF FAIRHOPE

Personnel Board Meeting

5:30 p.m. – October 20, 2022

161 N Section Street

Fairhope, AL 36532

Present were:

Members: Diane Thomas; Genie Frazier; Terry Ullrich; Jake O'Neil; Tyler Garner; HR Manager Cory Pierce

Attendees: Councilman Corey Martin; Safety Coordinator Donnie Grice; Police Chief Stephanie Hollinghead; Gas Superintendent Jeremy Little

The meeting was called to order at 5:30 p.m.

Minutes of the September 15th, 2022, meeting were approved as presented.

Diane Thomas opened by raising several items of new business including job descriptions and budget. Cory Pierce stated that pay grades will be corrected due to formatting issues and noted that pay grades passed through Council approval on the resolution itself. The Board reviewed job descriptions that were approved with the last budget. Diane and Police Chief Stephanie Hollinghead discussed the police department's internship program. Chief Hollinghead explained that the pay would hopefully serve to incentivize high quality applicants and expressed hope that the program would help overall recruitment efforts within law enforcement and corrections.

Next position considered was emergency management coordinator in Community Affairs. Cory is planning to combine this position with the community outreach and communication position's description because the Mayor would like to incorporate emergency management into the scope of the community outreach and communication specialist. Based on her years of experience, Diane expressed concern that not listing the department with the position title makes it difficult to know which department the position is in. Cory stated that the field in Munis does not allow for that lengthy of a job title. Councilman Martin and Jake O'Neil brainstormed some on how to edit the title to fit into the title field.

Councilman Martin asked for clarifications around how many maintenance crew members and maintenance supervisory roles the City plans to staff. Diane pointed out that an organizational chart would be very helpful, in cases like this specifically. There was further discussion over sufficiency of job titles and how job titles do affect who decides to click on the

job postings. Pertaining to pay scales and classification systems, Diane emphasized the importance of rating scales. Issues with the study conducted by Auburn were discussed. Differences in seasonal interns and part-time employees are discussed. Councilman Martin identified the need for any intern to have an assigned mentor to guide them. Diane asked whether the seasonal nature of the internships should be added to the job descriptions themselves or whether the seasonal nature is sufficiently implied by the intern title alone is. IT staffing was discussed. An IT person that specializes in software, rather than cyber security, hardware etc. is needed.

A promotion regarding the right-of-way inspector was discussed and also the pay grades of inspectors and supervisors. There is an increase in inspection needs due to new construction projects. Money spent now on inspecting and ensuring that new build infrastructure is in compliance with Fairhope codes and ordinances can prevent the City from having issues and incurring expense once the build is complete.

Progressive disciplinary processes were discussed. Diane addressed department head concerns with the appeals process and stated her desire to clearly communicate with department heads what the board reviews during an appeals process. Gas Superintendent Jeremy Little stated communication and relationship building between superintendents and the Board could and should be improved. Hearing procedures are discussed. Education on documentation and performance evaluation for supervisors was proposed.

Diane's retirement at the end of December was discussed. Jake O'Neil nominated Genie Frazier to serve as the Personnel Board's next chairman, and Genie accepted.

Several additional topics were discussed including: recent safety incidents within the City; improvements to the organizational chart; and insurance open enrollment training for Munis. Cory mentioned the potential to secure workforce and training grants. Symbol Clinic's drug screening and wellness program, including biometric screening, were discussed. Cory touched on handbook review. Genie raised a concern that the recently approved holiday schedule is not competitive compared to surrounding municipalities and proposed that the Board discuss this at the next meeting. Councilman Martin expressed the importance of raising concerns with Council before motions are passed. Donnie Grice updated the Board on safety within the City.

A motion was made, and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary
Personnel Board