

CITY OF FAIRHOPE

Personnel Board Meeting

5:30 p.m. – December 8th, 2022

161 N Section Street

Fairhope, AL 36532

Present were:

Members: Diane Thomas; Genie Frazier; Terry Ullrich; Jake O’Neil; Tyler Garner; Rob Stankoski; Mayor Sherry Sullivan; HR Manager Cory Pierce; City Treasurer Kimberly Creech

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

Minutes of the October 20th, 2022, meeting were approved as presented.

Cory Pierce updated the Board on Munis training and open enrollment. Cory spoke about the changes to the open enrollment and plans, including grandfathering, health, dental, vision and FSA. Cory stated that the benefits fair was a success and hoped that City employees had a good understanding of City benefit offerings. Cory was impressed with the demo for the future timekeeping program UKG (owner of Cronos), as the current timekeeping program cannot be updated beyond 2027. He felt like the new program proposal was user-friendly. Mayor Sherry Sullivan spoke about IT and other related needs within the City.

New job descriptions were discussed by the Board. The Grants Coordinator position was tabled for discussion, and all parties agreed that it met the Board’s requirements. Kimberly Creech spoke about the difficulties of finding willing candidates for this position.

Cory updated the Board on safety instances within the City. He spoke about a few accidents, both preventable and non-preventable. Mayor Sullivan highlighted that the Electric department had only one reported safety instance within the past year. Tyler Garner and Genie Frazier gave examples of how their organizations deal with safety incidences to brainstorm possible ways to deter future injuries and accidents.

Cory gave an update on HR within the City. There was a telephone unemployment compensation appeal hearing. Biometric screening day was widely attended and was a success. Those that participated will save \$50 per month on health premiums. The Board spoke about

the challenges of getting all City employees to participate for various reasons. Cory spoke about tightening up accident-related drug testing policies for the Police Department.

The Mayor, Chairman, Board members, and other participants made final comments for the meeting. Members thanked Diane Thomas for her steadfast leadership to the Personnel Board.

Diane Thomas is retiring from the Personnel Board and is to be honored for her service to the City of Fairhope at the December City Council meeting. Diane has summarized the major accomplishments of the Personnel Board during her tenure from 2010 to 2022 below:

The Personnel Board together with the City Clerk and acting HR administrator, Lisa Hanks, coordinated the work with the consulting firm to develop and implement the City's first ever classification and compensation system for personnel management.

The Personnel Board together with the City's HR attorney developed the current pre-disciplinary appeal process for non-exempt and some exempt employees including the procedures for conducting the appeal hearings.

The Personnel Board was instrumental in revising the City's No Tolerance Drug Policy which also included a provision for employees to request help in advance of disciplinary actions for drug use.

The Personnel Board was a strong advocate for a formalized City Safety program with a full-time Safety Coordinator.

The Personnel Board has been a strong advocate for a more adequately staffed HR department which was achieved for the first time under Mayor Sullivan.

A motion was made, and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary
Personnel Board