

CITY OF FAIRHOPE

Personnel Board Meeting

7:00 – September 15<sup>th</sup>, 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 July 21st, 2022, meeting were approved as presented.

Donnie Grice updated the Board on accidents within the City. Donnie stated that the accidents have been leveling out, and most circumstances of accidents were preventable. In the event of accident, the employees are re-trained and meet with the Mayor to review the incident. Mayor Sherry Sullivan, Donnie, and Kevin Boone discussed various accidents over the past few months within the City.

Sherry spoke about the addition of payroll positions in various departments throughout the City. Also regarding accidents, she mentioned City workers' high workloads can cause some pressure that leads to rushing jobs thereby increasing the likelihood of an accident. Sullivan communicated the importance of slowing down and doing a quality job the first time.

Cory Pierce updated the Board on the new benefits coordinator employee. The former HR coordinator was hired for this position. This will require him to hire a part-time HR coordinator. Cory updated the Board that he is currently working on revising the Employee Policy Handbook. All members of the Board are to review the handbook and assist in these revisions. Diane Thomas requested that Cory email sections that the City wants to have the Board to review.

Sherry mentioned that health costs within the City are on the rise. To assist in controlling these costs, she is implementing a wellness program and biometric screening to bring costs of premiums down for City workers. Although the City brought the program's representative in to explain the benefits update to each department, participation could improve. Cory pointed out that the City has done well decreasing the cost of prescriptions for City employees.

Sherry and Kevin spoke about City improvements and major purchases with this year's City budget.

Bryan Butler met the Board and discussed his time in HR with the City of Tuscaloosa. He gave the Board a presentation highlighting the development and maintenance of city pay plans. He suggested viewing a job's value by considering degree qualifications, the complexity of the job's skill, and then by job evaluations. Internal and external equity is to be considered. External evaluations are an option. Bryan gave us different options for new job evaluations and classifications. He discussed the different types of pay grade and classification systems from point systems to on-site inspections. Bryan has accumulated a lot of benchmark data from local municipalities in the Fairhope area. He felt that the point system and the factor evaluation system is the most useful. Outsourcing job upgrades is a popular option with surrounding municipalities. Genie Frazier agreed that this was a good way to take personal preferences out of the equation. Bryan stated that once the system of evaluations and grading is implemented it can be very simple to use. Bryan tabled questions from the Board.

A motion was made, and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary  
Personnel Board