

CITY OF FAIRHOPE

Personnel Board Meeting

5:30 p.m. – May 25th, 2023

161 N Section Street

Fairhope, AL 36532

Present were:

Members: Chairman Genie Frazier; Terry Ullrich; Jake O'Neil; HR Manager Cory Pierce; Water Treatment Manager Tim Manuel; City Treasurer Kim Creech; Safety Coordinator Donnie Grice, Councilman Kevin Boone

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

Genie Frazier raised employees' unused sick leave policy and retirement as discussed at the last meeting. There was consensus to endorse the proposal stating unused sick leave will be converted to retirement service credits, however not enough members were present for quorum. Kevin Boone raised the point that a straw poll could be conducted to proceed with making the recommendations. Genie reviewed the currently proposed policy: upon retirement with under twenty years with the City, an employee only receives half of their sick time; with over twenty years, an employee receives the entirety of their sick time. Upon further discussion, it was agreed that a written draft would be helpful to clarify details of the policy before proceeding. Genie asked Cory Pierce if he could have a written draft of the policy provided to them, and he agreed.

The pay grades for the Water and Wastewater Construction & Maintenance Supervisor position in the Water and Wastewater Department were reviewed. Cory recommended the pay grade set-up to match the construction & maintenance supervisory roles from other departments, such as the Gas Department, and everyone was in accordance.

Holiday schedules were then discussed. Jake proposed expanding the Christmas Eve holiday from a half day to a full day. Tim Manuel agreed that this would be more efficient given much of half day is consumed with getting going and then turning right back around to close. Genie added that given enough advance notice, the departments could effectively communicate with customers before any interrupted service. Cory pointed out that the effect of an extra holiday, if positioned to follow a busy parade season, creates the perfect time for employees to rest after a busy season. Jake confirmed that all surrounding municipalities include Christmas Eve as a full holiday. Kim Creech added that pairing busy season with a holiday could result in less overtime hours during those times thereby reducing the City's expenses, resulting in a win/win solution. The Board's intention to recommend adding a full-day holiday for Christmas Eve and a day for Mardi Gras (potentially Fat Tuesday) was agreed upon. Kim requested that any written

recommendation to the Council to add additional holidays to the schedule be comprehensive. Jake proposed adding Juneteenth to the schedule. The total number of days as compared to surrounding municipalities is considered. Genie confirmed that Baldwin County is the only municipal employer on this side of the bay to offer the day, as well as the State. Kevin Boone reported the history of Juneteenth as the day in 1865 that freedom finally came to more than two hundred and fifty thousand enslaved black people when two thousand troops marched to Galveston, TX and declared executive order. Terry Ullrich emphasized the importance of staying competitive in today's job market and said he agreed. Kevin Boone advised he couldn't speak for the whole Council but stated he also supported adding all three. Genie confirmed the intention of the Board to recommend that all three proposed holidays be added to the calendar.

Donnie Grice updated the Board with good news on workers' compensation claims. January 1st through May 25th of last year, the City paid out \$121,929.09; within the same period this year, the City has paid out \$18,716.21! Genie gave praise for such progress, and Donnie credited accountability and the new relationship with Millennium as cause for improvements. Jake and Genie acknowledged their appreciation for Donnie's work on safety.

Cory reported Mayor Sullivan announced our two new superintendents at the City Council meeting on Monday: the new Superintendent for the Electric Department will be Ben Patterson, and the new Superintendent for Water and Wastewater Department is Darrell Morphy. The HR Department has just returned from a Cobbs Allen conference, and Corey found their time there to be beneficial. Corey also reported that they had someone visit from the company that owns Munis on May 9th and 10th to sit down and go over current procedure and consider what could be done more effectively. The representative will provide a report to be expected towards the end of the month.

The date for the upcoming hearing was confirmed. Final thoughts were provided by the Board.

A motion was made, and a second to adjourn.

With gratitude,

Jake O'Neil, Secretary
Personnel Board