

CITY OF FAIRHOPE

Personnel Board Meeting

7:00 A.M.– September 21st, 2023

161 N Section Street

Fairhope, AL 36532

Present were:

Members: Chairman Genie Frazier; Rob Stankoski; Jake O'Neil; Safety Coordinator Donnie Grice; City Treasurer Kim Creech; Planning and Zoning Manager Hunter Simmons; City Councilman Kevin Boone

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

The August 17th, meeting minutes will be approved at the next meeting.

Genie Frazier discussed the change in the parks and recreation department. Changes are requested to update the equipment operator job and title with a pay grade change from 4 to 7. This is just a reclassification of the position. This individual would take care of billing and other clerical duties for the parks and rec department.

Planning and Zoning Manager Hunter Simmons spoke about two GIS tech positions. One is financed by City funds and the other by utility funds. Hunter stated that there are some problems with the interchanging of GIS tech for both positions. Currently, there is no day-to-day manager for these positions and the responsibility falls under Hunter. Hunter wants to hire this individual from within. Hunter feels like the different utility departments have not fully taken advantage of GIS technology. To help with this, Hunter wants to create a salaried management position to bring the GIS technology together with the utility departments to manage the day-to-day projects. Hunter wants to defund one GIS tech position to help finance the new manager position, with a net increase of 10,000 salary dollars. This would be part of this year's budget. He feels that the salary is competitive with local markets. The board agreed to the recommendations.

City Treasurer Kim Creech brought up the restructuring of a position in the meter department. She wants to take a meter 2 position and combine it with a supervisory role. This position will be called meter operations supervisor. This is to ensure that there is a supervisor with the meter workers. She wants to move the this billing supervisor under the revenue department. She wants to get someone who has more time to focus on accurate billing and robust collections. This is a restructuring of a position and not an additional position being created. Rob Stankoski thinks that this is a good direction for the City. The board agreed.

Genie brought up a position that Mayor Sullivan wanted to create called youth sports program coordinator. This individual will report primarily to the mayor and indirectly to Pat White. This is one of the departments with the largest number of individual complaints in the City. The board agreed to adding this position.

Kim gave the board an update on the hiring of a new HR manager. There was a hire by the name of Hannah Noonan, and she is starting October 2nd. She worked for the City of Daphne for 8 years and has a ton of experience.

Safety Coordinator Donnie Grice updated the board on City safety and workers comp claims. There has been a \$245,478 improvement in workers comp dollars YOY 2022 to 2023. Donnie attributed this to consistency and implementation of the safety program. He was commended by the board. Also, the instances are down from 53 to 38 YOY. Kim added that the boot program had an important role in promoting safety.

Board members made final comments.

A motion was made, and a second to adjourn.

In kind,

Jake O'Neil
Personnel Board Secretary