

CITY OF FAIRHOPE

Personnel Board Meeting

7:00 A.M. November 16<sup>th</sup>, 2023

161 N Section Street

Fairhope, AL 36532

**Present were:**

Members: Chairman Genie Frazier; Tyler Garner; Jake O'Neil; Safety Coordinator Donnie Grice; Human Resource Director Hannah Noonan

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

The October 19<sup>th</sup> minutes were approved.

HR Director Hannah Noonan stated that there were a few changes that Mayor Sullivan wanted to make with the new Assistant Public Works Director job description. These changes and the job description itself were accepted by the board.

Safety Coordinator Donnie Grice updated the board on workers comp safety instances. The 2022 payout for workers comp claims was at \$413,899, currently in YTD 2023 the payout is at \$122,865.27. With a difference of -\$291,034. Donnie gave credit to Hannah Noonan for implementing "nurse case management," which helps expedite the evaluation process through the end of the claim, sheltering the city from enhanced liability concerns. A recent avoidable injury occurred with a city employee falling off a bucket truck while installing holiday lights. The city is going to implement detailed training before next year's installation to prevent future instances.

Hannah gave the city an HR update. Hope, the city directors, managers and the Mayor are working on the employee handbook changes. After the changes are added, the handbook will be presented to the board for approval. HR is outsourcing FLMA implementation to a company that is currently a benefit carrier for the city. The council approved a budget transfer for the purchase of "Neogov." Neogov is an online appicate tracking system that only publishes government jobs. It is a much faster, cleaner, and user-friendly site. Hannah hopes that this will assist with increasing the quality and the number of potential job applicants. Hannah spoke about improvements with the employee self-service portal.

A motion was made, and a second to adjourn.

In kind,

Jake O'Neil  
Personnel Board Secretary