

STATE OF ALABAMA

COUNTY OF BALDWIN

Personnel Board met at 8:00 AM  
Delchamp's Room  
161 North Section Street, Fairhope, AL 36532  
Friday, 14 February 2014

**Present:**

Diane Thomas, Chairman; Wayne Griffin; Judy Hale; Clark Stankoski; Scherry Douglas; Pandora Heathcoe, City Human Resources Director; Kevin Boone, City Council Liaison.

The meeting was called to order at 8:05 AM.

Before the minutes from the January meeting were reviewed, Chairman Thomas introduced Ms. Scherry Douglas, the newly appointed member of the board. Chairman Thomas indicated that we would do formal introductions later in the meeting, but she wanted to begin the meeting with Ms. Douglas' introduction.

Next, the board considered the minutes from the January 10, 2014 meeting. Judy Hale moved the minutes be approved as submitted and Wayne Griffin seconded. The minutes were approved.

The next order of business was the review of old business. Chairman Thomas indicated the City Council would begin meeting to review the proposed changes to the Employee Handbook. Chairman Thomas also indicated Jack Burrell, City Council President, has requested Diane participate. Chairman Thomas reviewed the summary of changes to the handbook that were attached to the January meeting minutes. The board had an open discussion on the importance of the changes. Additionally, each board member indicated support for the Personnel Board maintaining their role in hearing employee disciplinary appeals. All board members felt the use of three citizens appointed by the Mayor to hear appeals was problematic due and redundant. The consensus was to use the Personnel Board and if the Mayor had a preference for different individuals, then nominate new Board members.

Next, Chairman Thomas formally introduced Ms. Scherry Douglas. Each person present introduced themselves and provided Ms. Douglas a brief background of their family and professional backgrounds.

Following these introductions, Pandora Heathcoe proposed Ms. Douglas, if willing, serve as a backup Police Department hearing review officer to Mr. Wayne Gandy due to Mr. Gandy's frequent travel schedule. Ms. Douglas' background and experience is well suited to the role and she agreed to serve in this role. Pandora will get this matter in front of the City Council for consideration at the next City Council Meeting.

Ms. Heathcoe also discussed that final interviews for her HR assistant were underway.

Closing comments from each member present were made expressing each member's perspective on the importance of the Personnel Board. Impartiality, checks and balance, fairness, transparency, employee morale, and consistency were all presented as positive attributes for the board's existence.

The March 21<sup>st</sup> meeting has been moved to 555 South Section Street at 7 AM due to Arts & Crafts weekend.

There being no further business, the meeting was adjourned at 9:10.

Judy Hale, Acting Secretary



**STATE OF ALABAMA**

**COUNTY OF BALDWIN**

**Personnel Board met at 7:30 AM  
Mayor's Conference Room  
161 North Section Street, Fairhope, AL 36532  
Friday, 23 May, 2014**

**Present:**

**Judy Hale, Acting Chairman; Wayne Griffin; Clark Stankoski; Scherry Douglas; Pandora Heathcoe, City Human Resources Director.**

**Absent: Diane Thomas and Kevin Boone, City Council Liaison**

**The meeting was called to order at 7:30 AM.**

**The Board considered the minutes from the February 14, 2014 meeting. There were no additions or corrections and the minutes were approved as written.**

**Judy Hale, acting Board Chairman, opened the meeting for discussion about the revised Personnel Handbook that the City Council recently adopted as an ordinance. Ms. Heathcoe mailed each Board member a copy of the new handbook before the meeting. All Board members were aware that the Board has retained its role in conducting disciplinary appeals for City employees. The two changes in the process are: the chairman will appoint three members of the Personnel Board to conduct an appeal hearing when one is requested. Previously all five members of the Board participated in the appeal hearing. And the appeal will be a pre-disciplinary hearing rather than post-disciplinary and the Board's decision will be final.**

**Ms. Hale asked if there were any other issues or topics of concern to be discussed. There were none. There being no further business, the meeting was adjourned at 8:00 AM.**

**Respectfully submitted,**

**Pandora Heathcoe, Acting Secretary**

STATE OF ALABAMA

COUNTY OF BALDWIN

Personnel Board met at 8:00 a.m.,  
James P. Nix Center,  
1 Bayou Drive Fairhope, Alabama 36532, on  
Friday, 20 June, 2014

**Present were: None**

**The Personnel Board did not hold a meeting in June 2014**

**Next regularly scheduled meeting is Friday, July 18, 2014**

## COUNTY OF BALDWIN

Personnel Board met at 7:00 a.m.  
Delchamps Room  
161 N Section Street, Fairhope, AL 36532  
Friday, 18 July, 2014

**Present:**

Diane Thomas, Chairman

Members: Wayne Griffin, Judy Hale, and Clark Stankowski; Kevin Boone, City Council Liaison; Pandora Heathcoe, City Human Resource Director and Desmond Joiner of MyMax Benefits.

**Absent:** Scherry Douglas.

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

Minutes from the May 23, 2014 meeting were approved by a first motion set forth by Wayne Griffin and second by Clark Stankowski.

Desmond Joiner of MyMaxBenefits was introduced and briefly explained his company and the role they are playing in helping the City Administration analyze and evaluate employee benefits. The company will be advising the City on which companies to include in the benefits menu offered to City employees. At present, individual companies lobby the City to be included and there seems to be redundancy and unnecessary duplication. The City wants to offer its employees choices but not flood them with overlapping and competing policies. Desmond was asked if his company would also be selling policies to employees and he responded no. After he left, the Board wished they had asked how his company was being compensated for this work. That is a question for a future conversation.

Pandora Heathcoe, HR Director, reported that Safety Plus had been approved and would assist the city with mandatory safety training. Safety training would be implemented in new hire orientation, plus current employees, based on their position. Safety Plus would also make hands on and online training available and would conduct on site safety spot checks. This initiative was seen as a constructive way to proactively reduce the number and severity of employee accidents and injuries.

Ms. Heathcoe also reported that the corrected Personnel Handbook had been passed by the City Council. Pandora stated she would be meeting with Department Heads to go over the changes contained in the new Handbook.

Additionally, Ms. Heathcoe indicated recruitment for a new assistant for the Human Resource Department was underway.

The next item for discussion was work on employee evaluations. Ms. Heathcoe felt the current evaluation form was good, but wanted to be sure supervisors documented specific performance examples to support the performance rating. Discussion took place regarding several examples of

performance evaluation forms the board has gathered and the process in place. It was discussed that performance evaluations are not being done at all levels. Wayne Griffin emphasized that he thought the current performance form was good, but if evaluations aren't done, and aren't done at all levels, the forms don't do any good. The board agreed that the employee evaluation form and process would be the main topic for review at the September meeting.

Wayne Griffin then discussed the position of Board Chairperson and suggested the creation of a co-chair. There was open discussion on the topic. The idea is to have the Board Chairman serve as Chair for two years and the Co-chair would then become Chair and a new Co-chair would be elected. This structure would allow the Co-chair to become familiar with the Board roles and responsibilities before becoming Chair and created better continuity on the board. Additionally, everyone on the board would rotate into the Chairperson position before their time on the Board was completed.

Wayne Griffin moved the meeting be adjourned and Judy Hale seconded the motion.

The August Board meeting is cancelled and the next regularly scheduled Personnel Board meeting will be held Friday, September 19, 2014<sub>4</sub> at 7:00 AM in the Delchamps Room of City Hall.

There being no further business, the meeting was adjourned at 7:50 AM.

Respectfully submitted,

Judy Hale, Acting Secretary

STATE OF ALABAMA

COUNTY OF BALDWIN

Personnel Board met at 8:00 a.m.,  
James P. Nix Center,  
1 Bayou Drive Fairhope, Alabama 36532, on  
Friday, 22 August, 2014

**Present were: None**

**The Personnel Board did not hold a meeting in August 2014**

**Next regularly scheduled meeting is Friday, September 19, 2014**