

August 22, 2017

The Personnel Board was called to order at 5:02 pm by Ty Story, Human Resource Director, in a meeting that was held on August 21, 2017, in the Conference Room at Pelham City Hall.

Greg Darnell, Jim Collins and Bobby Hayes were all present. Others in attendance for the meeting included Maurice Mercer, Mildred Lanier, Rick Hayes, Gretchen Difante, Larry Palmer, Marsha Yates, Tim Honeycutt, Hal Brown, Paula Holly and Bob Miller.

Mr. Story opened the meeting by stating that there was not any old business for the Board to address.

Mr. Story stated that the new business before the Board is a job description and compensation scale for a current position that is being modified. He then asked Rick Hayes to come before the Board and present the proposed changes.

Mr. (Rick) Hayes began by informing the Board that the City Council is beginning budget meetings with Department Heads and asked if they would be comfortable with an adjustment to the current compensation plan based on the CPI again this year or if they would like to re-evaluate each position again for comparisons. Mr. (Bobby) Hayes, Mr. Darnell and Mr. Collins all agreed that they would support another adjustment based on the CPI and did not see a need to re-evaluate each position since it was just completed in 2016. Mr. Darnell stated that he would like for the Human Resource Department to continue to update comps and feels that recruitment and/or retention issues will dictate re-evaluations in the future.

Mr. (Rick) Hayes continued with the second item for the Board to address which was the fact that the City of Pelham is currently operating without a Treasurer which is required by law. In order for the City to be in compliance with the law, he is requesting that the Board modify the current Finance Director position to City Clerk/City Treasurer which will include the Finance Director responsibilities. Mr. Story pointed out to the Board that by doing this, it would eliminate the current City Clerk position classification. Mr. Story pointed out that if Marsha Yates is not re-appointed as the City Clerk, Civil Service Law states that she should be relocated into a vacant position, if one is available. He informed the Board that the only currently budgeted position available is a Customer Service Representative in the Water Department. Mr. (Bobby) Hayes stated that a Deputy Clerk position currently exists but that it has been vacant since 2009 and that it is not included in the current compensation plan. Mr. (Bobby) Hayes stated that the City Attorney has recommended that the Deputy Clerk position be eliminated and made the motion to do so. Mr. Darnell acknowledged that the position is not included in the current compensation plan and seconded the motion. The motion to eliminate the Deputy Clerk position was approved with no opposition by the members.

Mr. (Rick) Hayes stated that since the Customer Service Representative classification is significantly less than Marsha Yates' current classification compensation, he recommends placing her into the pay range of Deputy Clerk which she was in prior to her City Clerk appointment. Mr. (Rick) Hayes reminded the Board that an eleventh step had previously been added to the Finance Director classification and is listed as Alternative 1. Alternative 2 only removes the current Step 1 thus eliminating the eleventh step. He said that the City Council would support either choice. Mr. Darnell stated for clarification that the Board was being asked to eliminate the City Clerk and Finance Director positions and create a new one of City Clerk/City Treasurer and made the motion to approve. Mr. Collins seconded the motion. The creation of the new City Clerk/City Treasurer position was approved without opposition of the members.

The pay scale for the new position will remain as G-7 and a motion was made by Mr. Darnell to approve Alternative 1. The motion was seconded by Mr. Collins. The compensation plan for the newly created position that was presented as Alternative 1 was passed without opposition.

Mr. (Rick) Hayes provided the job description for City Clerk/City Treasurer so that the City of Pelham will fulfill the requirements of the law. Mr. (Bobby) Hayes made a motion to approve the job description and the motion was seconded by Mr. Darnell. The approval of the job description was passed without opposition by the members. Mr. Darnell did ask Mr. (Rick) Hayes when would we know if it would be needed and he answered by 7:15 tonight.

Later arrivals to the meeting were Mayor Waters, Danny Tate and Tom Seale.

Mr. Story informed the members that another meeting of this Board was already scheduled for August 28th at 5:30 pm to address an employee grievance. He stated that he had other business for the Board to consider and asked if they would like to address it at that time or would they prefer to schedule another meeting. All members felt that all items could be heard during the meeting that night. Mr. (Bobby) Hayes asked Mr. Story if he would post the next meeting and he replied that he would.

With all business concluded, Mr. Darnell made a motion to adjourn and Mr. Collins seconded. The meeting was officially adjourned at 5:35 pm.

Respectfully submitted,

Candy Porter