



**Personnel Board Meeting
Pelham City Hall – Council Conference Room
October 10, 2018 – 5:30 p.m.**

MINUTES

Proper notice of the scheduled meeting of the Pelham Personnel Board was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

Date: October 10, 2018
Time: 5:30 p.m.
Place: Council Conference Room – Pelham City Hall
Present: Board Member Greg Darnell
Board Member Jim Collins
Board Member Bobby Hayes
Mayor and Acting Human Resources Director Gary Waters

CALL TO ORDER

Acting Human Resources Director/Mayor Waters called the meeting to order at 5:33 p.m.

RECORD OF ATTENDANCE

It was noted for the record by Tom Seale all board members were present. The mayor and city manager were also in attendance.

APPOINTMENT TO TAKE MINUTES

A motion was made by Board Member Hayes to appoint Tom Seale to take the minutes of the meeting. Said motion was seconded by Board Member Darnell and passed unanimously by voice vote of those members present.

APPROVAL OF MINUTES

Mr. Darnell moved to approve the September 19, 2018 minutes. Board Member Collins seconded said motion.

There being no further discussion, the motion passed unanimously by voice vote of those members present and the board chairman declared the same passed.

OLD BUSINESS

1. Accounting and Purchasing Manager

Mayor Waters discussed the proceedings of the last meeting. He asked Patrick Bowman and Jenny Gray, Certified Public Accountants (CPA) with the city's accounting firm Barfield, Murphy, Shank & Smith, LLC, to join the meeting and address the Personnel Board.

Mr. Hayes expressed his concern about how this new position could negatively impact the department heads. Mrs. Gray explained the proposed duties and responsibilities of the position. She noted this position would be able to provide oversight with regard to the finances, accounting practices and purchasing of the City. Mrs. Gray emphasized she feels confident the city is in need of this position. While this position would carry a lot of responsibilities, she does not think it is necessary to split the position at this time. She said the purchasing manager part of the position would be a valuable asset to the department heads by answering questions, providing guidance through some of the more complicated purchasing procedures and bid law requirements.

Mr. Hayes asked how the position would be structured. Mrs. Gray said it is dependent on how the City would like the job description written and organized.

Mr. Hayes asked Mayor Waters and City Manager Gretchen DiFante if this is the type of position they have in mind. Mayor Waters said yes. Mayor Waters emphasized this position would not dictate what a department can or cannot buy, that authority remains with the City Council and City Manager.

Mayor Waters asked Mrs. Gray if she would explain the benefits and advantages of having an accountant on staff. Mrs. Gray said it is important to hire someone with an accounting background, especially in governmental accounting. She said the city has grown significantly since she has been conducting the annual audit for approximately 16 years.

Mr. Darnell inquired about the City's current budget and approximately how much was designated for salaries. He said with the continued growth of the city, he feels as if these two positions should be separated to ensure both jobs are properly performed. Mrs. Gray clarified and said this position is intended to advise and assist the departments with their various purchasing needs. She said this position would not assume all the responsibilities related to purchasing. City Manager DiFante stated the procurement procedures would be developed and approved by the City Council. She said the purchasing procedures would be reviewed, revised and approved annually by the Council. Mrs. Gray stated, in her opinion this position would not be given the authority to dictate the department's purchases. She further stated the idea is for this position to consolidate and streamline the purchasing process to make it less strenuous on the department heads. Mr. Darnell and Mr. Collins said they agreed, but under the current job description, the accounting and purchasing manager should be split. Mr. Bowman said the primary function of this position is accounting. He said purchasing is important, but that responsibility would still lay heavily on the department heads. He further stated in the future, if the City deems it necessary, the job could be split.

Mrs. Gray stated the City could potentially save money if the financial books were "audit ready" at the beginning of the annual audit. City Manager DiFante said she anticipates savings of approximately \$40,000 annually. She anticipates the savings to grow after the first year of the new position.

City Manager DiFante noted the importance of maintaining consistency with the City's procurement procedures. She said this position will allow the City to become more compliant.

Mrs. Gray stated their accounting firm has been recently hired by the City of Alabaster. She said Alabaster's finance director is a CPA and is responsible for procurement and purchasing. Mr. Collins

asked about the software packages being used by Alabaster and Pelham. Mrs. Gray said Alabaster uses Encare for their accounting software while Pelham continues to use Peachtree.

Mr. Bowman said the most recent audit for Pelham totaled between 900 and 1,000 hours. He said over 250 hours were spent reviewing compliance issues and updating general ledger entries. He noted the accounting manager would be able to oversee the financial operations throughout the year and make adjustments when necessary, essentially eliminating those 250 hours from the annual audit.

Mayor Waters stated the City will continue to use an approved vendor list. He said the department heads will work alongside the purchasing manager to ensure the vendor list is continually up to date. Mr. Collins asked if the City utilized the state bid list. Police Chief Larry Palmer stated a majority of the Police Department's purchases come from the state bid list. Mr. Hayes expressed his concern with this new position possibly controlling which vendor a department is allowed to purchase from.

Mr. Darnell stated he sees the need for a purchasing manager and an accounting manager. He stated having one person fulfilling the duties for both jobs would be a daunting task.

Councilmember Mildred Lanier agreed there certainly is a need for both positions. She referenced the job description and duties. She said, in her opinion, she would not combine the two positions. Council President Rick Hayes referred to the City of Alabaster's budget and accounting services. He stated the accounting manager could certainly be involved with the purchasing and procurement operations. Council President Hayes said he is in favor of this position. It was agreed upon by the two councilmembers the job description should be revisited and updated.

Mr. Hayes stated the City Council must make it clear that the duties of this position are to advise and assist the department heads.

City Manager DiFante emphasized this position is intended to make the operations in the finance department more efficient. She noted it is not the intent of the position to direct or supervise the department heads. She said the City has inconsistent procurement procedures and this position would be a step in the right direction to correct those issues.

It was agreed upon by the board members present that the job description needs to be reevaluated and updated to decrease the purchasing and procurement responsibilities.

NEW BUSINESS – None

ADJOURNMENT

With no other business before the Personnel Board, Mayor Waters moved to adjourn the Personnel Board meeting and Mr. Collins seconded the motion. By voice vote, the motion passed unanimously by those members present and the meeting was adjourned at 6:44 p.m.

Respectfully submitted this 10th day of October 2018,

Tom Seale

Gary W. Waters, Mayor &
Acting Human Resources Director

[SEAL]