



**Personnel Board Meeting
Pelham Recreation Center – Conference Room
July 24, 2019 – 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: July 24, 2019
Time: 5:30 p.m.
Place: Pelham Recreation Center - Conference Room
Present: Board Member Greg Darnell
Board Member Jim Collins
Board Member Bobby Hayes
Director of Human Resources Tracy Hill

Media Present: Cynthia Gould, ABC 33/40

Others Present: Mayor Gary Waters, City Manager Gretchen DiFante, Members of the City Council, city department heads, city employees, and members of the public

CALL TO ORDER AND INVOCATION

Director of Human Resources and Personnel Board Secretary Tracy Hill called the meeting to order at 5:33 p.m. and led the invocation.

RECORD OF ATTENDANCE

It was noted for the record by Tom Seale that all board members were present.

APPOINTMENT TO TAKE MINUTES

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

NEW BUSINESS

Mayor Gary Waters introduced Director of Human Resources Tracy Hill.

Director of Human Resources Tracy Hill reviewed the request by Racquet Club Assistant Director Chaney Mills to fill the vacant assistant tennis director position at the Tennis Center with an assistant tennis pro.

Explanation of the Request by Mrs. Hill:

1. We will not post the vacant Assistant Tennis Director position in the Park and Recreation budget. This position was unfunded in the FY2019 budget when the individual holding the position retired and a preliminary decision was made to start a pickleball program. The program was not funded in FY2019 resulting in the need to add back a lost/unfunded position in order to grow the tennis program.
2. We will open and post an Assistant Tennis Pro position in the Park and Recreation Budget. We need to add a position for an Assistant Tennis Pro. This pro position will replace the Assistant Director position that was unfunded, making this change budget neutral.
3. In order to fill the requested Assistant Tennis Pro position in the current budget year, we will request funding of approximately \$4,000 from the City Council in FY2019.
4. We will add the Assistant Tennis Pro position to the FY2020 Park and Recreation budget for funding.
5. The decision to replace the Assistant Director position with an Assistant Tennis Pro position as well as the funding for the current fiscal year will need approval from the Personnel Board.

Board Member Hayes asked if this position would be replacing Ken Vines. Racquet Club Assistant Director Chaney Mills said the position is salary/benefits neutral. Board Member Darnell asked about a job description. Mrs. Hill said the job description for this position already exists. She further stated the request is to change the title of the position. Board Member Collins asked about the status of the current position. Mrs. Hill said the position would remain vacant. Board Member Darnell summarized the request. Board Member Hayes asked about the pay scale. She said the pay scale for this position would go down. Mrs. Hill said it was her intention to update the Board and to be transparent with the process.

OLD BUSINESS

Mrs. Hill stated as the new Director of Human Resources for the City of Pelham, she has reviewed the Civil Service Act which was amended in 2015. She said she has also reviewed documents provided by Human Resource Management, Inc. (HRM). She noted HRM was retained by the City of Pelham earlier this year and given a project scope to include the evaluation of HR practices, policies and procedures, recommend policies and/or procedures to mitigate risks, and identify compliance risks related to regulatory and statutory compliance including the Civil Service Act (CSA).

Mrs. Hill said as part of their work for the City of Pelham, HRM addressed several of the requirements outlined in the Pay and Classification Plan portion of the CSA including conducting job analysis of all existing positions resulting in the establishment or update of salary grades and ranges, minimum and maximum rates of compensation, intermittent pay steps, standardized titles and job descriptions, classification/groups, and job descriptions. She further stated this was accomplished by partnering with department heads, the City Manager, and subject matter experts in the areas of personnel/human resource management and compensation management. Analysis and recommendations were made in consideration and compliance with the Fair Labor Standards Act (FLSA) and other applicable federal laws.

Mrs. Hill said she is appreciative of the analysis and recommendations made by HRM and confident the Personnel Board is as well. She further stated the engagement of subject matter experts who are knowledgeable in the FLSA and other applicable laws as well as practices considered 'best-practice' in the industry provides both herself and the Board with objective, unbiased plans to work from. Mrs. Hill said in talking with department heads and employees she was assured they value the inclusive atmosphere created by HRM. She said department heads felt they were heard and their employee's interests were understood.

She said it was her understanding representatives from HRM met with the Personnel Board to review methodology for gathering comparative compensation data. She stated in reviewing the Board meeting minutes she noted the Board requested a customized survey based on past practices. Board Member Darnell explained the Board's position in requesting a customized report. She said she did not know if the request was official and if funds have been approved for an additional survey. She stated she believed the Board is aware that care must be taken when customizing or altering a survey. She further stated the need for city council approval to fund the requested customized report. Mrs. Hill referenced the anti-trust guidance provided by the Department of Justice regarding this matter. Further discussion followed regarding customized surveys and recommended guidelines. The Board members asked for the opportunity to engage with HRM with regard to compensation and job descriptions. Mrs. Hill said it was a good idea for the Board to discuss these issues with HRM.

Mrs. Hill noted the board members had asked to review the job descriptions which had been revised/updated by HRM with department head and employee input. She said in reviewing the CSA it appears the Personnel Board is charged with reviewing the duties and responsibilities for all new job descriptions and charged with ensuring existing job descriptions contain specified information. She further stated not seeing direction in the CSA for the Board to review the duties and responsibilities when updates are made to existing job descriptions. She did note the CSA recommended a review of job descriptions for compliance every five years.

She stated HRM had updated 119 job descriptions and Personnel Board review of each one would be burdensome and repetitive and does not appear to be required by the CSA. Mrs. Hill suggested the Personnel Board review a representative group of 10% of the job descriptions. She stated reviewing 10% of the total number of job descriptions would give the Board the assurance all the job descriptions meet the standard set in the CSA. The Board agreed to review 10% of the job descriptions as long as all departments were represented. Board Member Darnell asked the Board to take a look at dates and times for a work session to review the job descriptions. He said he was not opposed to getting together for a lengthy meeting if necessary.

Board Member Darnell asked if a revised job description could also be considered a new job. She said a good job description should be somewhat generalized, and may not list every task an employee performs. This task list is intended to be representative of the type and level of work performed. Changes to the task list should not be expansive enough to result in the need for a new description and title. She further stated if job descriptions are too specific, there is a danger they will quickly be outdated.

Mrs. Hill said she would schedule the work session to review 10% of the job descriptions as requested by the Personnel Board. Board Member Darnell said he would be interested in seeing the HRM survey results.

APPROVAL OF MINUTES

A motion was made by Board Member Darnell to approve the May 8, 2019 Personnel Board Minutes. The motion was seconded by Board Member Collins and passed by voice vote of those members present.

ADJOURNMENT

With no other business before the Personnel Board, Board Member Hayes moved to adjourn the Personnel Board meeting and Board Member Darnell seconded the motion. By voice vote, the motion passed unanimously by those members present and the meeting was adjourned at 6:08 p.m.

Respectfully submitted this 24th day of July 2019.

Tom Seale, MMC, City Clerk/Treasurer

Tracy Hill, Secretary
Director of Human Resources

[SEAL]