



**Personnel Board Meeting
Pelham Recreation Center – Meeting Room
September 10, 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: September 10, 2019
Time: 5:30 p.m.
Place: Pelham Recreation Center - Meeting Room
Present: Board Member Greg Darnell
Board Member Jim Collins
Board Member Bobby Hayes
Director of Human Resources Tracy Hill

Others Present: Mayor Gary Waters, 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 5:32 p.m. and led the invocation.

RECORD OF ATTENDANCE

Ms. Hill asked Candy Porter to record attendance and all members were recorded present.

APPROVAL OF MINUTES

It was noted that Mr. Collins requested a change to the minutes from the meeting held on July 24, 2019, on page 3, paragraph 2 to reflect that HRM had not previously made any recommendations to this Board concerning pay grades – they had only presented methodology. This is the only change requested by the Board members.

NEW BUSINESS

Director of Human Resources, Tracy Hill, stated that each of the Department Heads worked with their employees and HRM to develop updated job descriptions for each position within their departments. Once the job descriptions were created, they were then provided to each of the Department Heads for edits/corrections. She explained that this had been a collaborative effort with HRM, the Department Heads, the employees, and the Human Resource Department. She called their attention to the fact that the task lists have been changed to better reflect the actual duties being performed and that this list is a representative list only and does not reflect all duties being performed. In some cases, titles have been changed to better reflect what the employees actually do. Special attention had been focused on education and other requirements for each position.

Mrs. Hill stated that she had selected a description from each department and tried to select a variety of jobs from entry level to director level for Board review. Board members were presented with the following job descriptions to review: Maintenance Technician; Police Officer; IT Manager; Receptionist 1; Firefighter/Medic/Apparatus Operator; Conference Events Manager; Magistrate; Manager of Streets, Landscape & Maintenance; Food & Beverage Manager; Human Resources Director; Library Director; GIS Director; Head Tennis Professional; Plans Examiner; Operator I, and Meter Reader. Board members asked to also review Equipment Operator and Pesticide Applicator.

After brief discussion of each, the only corrections requested were:

1. Correct the title of the Firefighter/Apparatus Operator to Firefighter/Medic/Apparatus Operator
2. Add a specific applicable degree to the IT Manager's description and add language to the computer skills section as they feel it is needed for this position.

Mr. Darnell asked the Department Heads present if they had any concerns regarding the descriptions and if they were comfortable with the final products to which they all nodded or vocalized agreement.

Board members asked if Mrs. Hill could provide any insight in what they could expect to see with the HRM presentation on the compensation study that is scheduled for September 18th. She asked the Board members to keep an open mind during the presentation and to know that there would be several options for implementation that would be available. Board members asked if the custom survey that had been requested by this Board had been completed. Mrs. Hill explained that the City Council had not approved funding for this type of survey because they wanted to first see the results of the survey already underway. Mr. Collins expressed his concern that the compensation study being presented is not going to provide the Board with the assurance they need in order to make a recommendation for approval to the City Council and feels that the Board has been excluded from the process. Mr. Darnell asked if they would be able to see the individual entities that had been surveyed in the presentation. All Board members expressed that they are anxious to see the results.

Mr. Darnell asked Mayor Waters if there were any comments he would like to make. Mayor Waters stated that this Board had not been excluded from the process as previously stated by Mr. Collins. The Civil Service Law states that descriptions and the compensation plan will be presented by the HR Director to this Board for approval. This Board should not be involved in the creation of the plan; but is only charged with review of the plan being presented. There has been no action to exclude this body from anything and we are trying to abide by the law as it written. Mr. Darnell stated that the Board is not trying to be an obstruction to the process and that he only wants to be comfortable if he is expected to make recommendation for approval.

Mr. Darnell stated that he likes the position descriptions and is pleased with the work product presented for approval and hopes he is as happy with the compensation plan. Mrs. Hill asked if the Board is prepared to approve the descriptions portion of the plan. Jim Collins made a motion to approve the job descriptions as a whole based upon the sampling they reviewed tonight. Bobby Hayes seconded the motion. A voice vote of the members approved the job descriptions as presented.

Mr. Hill thanked the Department Heads for their hard work in ensuring this was a product they were proud of for their departments and their employees.

Mr. Darnell asked Council Member Ron Scott if he had any comments and he stated that he did not. Mr. Darnell then asked Council President Rick Hayes if he had any comments to add. Mr. (Rick) Hayes added that the Council had only wanted this Board to review the results of the professional survey that was near completion prior to consideration of approving funding for the custom survey that had been

requested by Mr. Collins. The Council felt that it was important for HRM to finish the work that had already been started and present the study before discussing next steps.

ADJOURNMENT

With no other business before the Personnel Board, Board Member Darnell moved to adjourn the Personnel Board meeting and Board Member Collins seconded the motion. By voice vote, the motion passed unanimously by the members and the meeting was adjourned at 7:15 p.m.

Respectfully submitted this 11th day of September 2019.

Tracy Hill, Secretary
Director of Human Resources