



**Personnel Board Meeting
Pelham City Hall – Breakroom
September 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: September 24, 2019
Time: 5:30 p.m.
Place: Pelham City Hall - Breakroom
Present: Board Member Greg Darnell
Board Member Jim Collins
Candy Porter (attending for Tracy Hill, HR Director)

Others Present: Mayor Gary Waters, Members of the City Council, city employees, and members of the public.

CALL TO ORDER

Candy Porter, Payroll & Benefits Analyst, called the meeting to order at 5:32 p.m. in the absence of the Human Resource Director.

RECORD OF ATTENDANCE

Ms. Porter noted for the record that Board Member Collins, Board Member Darnell are both present and that Board Member Hayes is absent.

OLD BUSINESS

Mr. Collins opened the meeting by stating the purpose of this meeting was to address items previously tabled at a prior meeting. Mr. Darnell made a motion to un-table the items and Mr. Collins seconded the motion.

The Building Official was the first item addressed. Ms. Porter informed the board that, as requested, she had contacted Alabaster and Trussville to inquire about the compensation for their positions and had also discussed the scope of work that was performed in each location. She stated that the scope of work performed by the Chief Building Official with Shelby County most closely resembled the position here. In Trussville a Building Inspections Superintendent 2 is used and this position resembles ours somewhat in duties. In Hoover, they have two positions – a Chief Building Inspector and Director of Building Inspections. Neither of these positions are an accurate reflection of the duties of our position. Alabaster has a Building Inspector which is not a supervisory role and this is the position that has been vacant for some time. They have a Director of Engineering and Building Services but this one is not comparable to ours as there is no oversight for Engineering. Board members inquired about the number of staff positions at each of the locations. She informed the Board that the Building Inspections Superintendent

2 in Trussville supervises a staff of 4 inspectors – one of which also serves as a Plans Examiner. Alabaster has one Inspector and one Plans Examiner.

Mr. Darnell stated that if you remove Hoover and Shelby County from the comps and only look at Alabaster and Trussville, it appears that the requested range looks correct. Mayor Waters stated that he felt the requested compensation would be appropriate considering the qualifications that we would be looking for filling the new position. Following some discussion, Mr. Collins made a motion to approve the proposed compensation range of \$79,194 to \$100,320.59 for the Building Official. Mr. Darnell seconded the motion and a voice vote by members present passed the motion.

The next item was the Director of the Racquet Club and the Board acknowledged that they had already approved the job description. The Board acknowledged that the compensation range that was being requested was based upon internal equity comps of General Manager at Ballantrae and Administrator of the Civic Complex. Mr. Darnell stated that he would be interested in seeing HRM's proposed compensation range for this position. He also stated that he would like to know how the "business" at the Racquet Club compares to the "business" at Ballantrae and the Civic Complex. Mr. Collins inquired how a title change from Assistant Director of Racquet Club to Director of Racquet Club warranted such a large increase in pay with no changes in job duties. If the position was doing the work previously why increase pay simply because of the title change. Ms. Porter reminded them that as an Assistant Director, there was another position tasked with the responsibility of the department as well as oversight by another position but as Director the responsibility was born by the individual in that position. Board members inquired about the current range for the Assistant Director of Racquet Club and that was provided by Ms. Porter. Some discussion regarding where the individual would be placed in the new range took place and Mr. Darnell stated that would have more to do with where they are currently. He also stated that there had been so much past discussion regarding this topic and he had always felt that the city should have the discretion to place an individual anywhere in the range that was appropriate. Board members inquired about the budgets and revenues for the other departments and Mr. Rick Hayes supplied the information from the budgets that were approved the previous evening. Revenue for the Civic Complex was right at 4.5 million, Ballantrae is \$2.3 million and the Racquet Club is \$710,000. Profits for the Complex are -200,000; Ballantrae is +400 and the Racquet Club -582,000. The Board asked about the total number of employees at each location and Ms. Porter informed them that there were 11 at the Complex, 13 at Ballantrae and 9 at the Racquet Club. Mr. Darnell stated that based upon the numbers provided, he doesn't feel that the Director positions at Ballantrae and Civic Complex are comparable for the Racquet Club. Mr. Collins agreed with that statement. Mr. Darnell stated that he does feel that the position transitioning from Assistant Director to Director does have an accountability quotient because of the added responsibility and it does warrant a range adjustment but doesn't feel it should be this large. They would like to see some comps based upon some USTA numbers and perhaps HRM recommendations. Board members asked Mayor Waters for comments and he stated to the Board that he would only recommend that Board members proceed remembering that the Directors at Ballantrae and the Civic Complex are male and that the current Assistant Director at the Racquet Club is female, we do our due diligence to ensure there is no gender bias in our decisions. Board members were in complete agreement with this statement. Mayor Waters reminded them that we do not have the sense of urgency in this position that exists with the Building Official. The Board will wait for more comps before proceeding with this item.

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 6:23 p.m.

Candy Porter
Human Resources