



**Personnel Board Meeting  
Pelham Civic Complex  
October 16, 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:** October 16, 2019  
**Time:** 5:30 p.m.  
**Place:** Pelham Civic Complex  
**Present:** Board Member Greg Darnell  
Board Member Jim Collins  
Tracy Hill, HR Director

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

**CALL TO ORDER AND INVOCATION**

Tracy Hill, HR Director and Board Secretary, called the meeting to order at 5:36 p.m., welcomed everyone present and led the invocation.

**RECORD OF ATTENDANCE**

Tracy Hill asked Candy Porter to record the attendance and minutes for the evening. She noted for the record that Board Member Collins, Board Member Darnell are both present and that Board Member Hayes is absent.

**NEW BUSINESS**

Tracy Hill started the meeting by introducing the Board members to the audience due to the large number in attendance and reminded everyone that the Civic Service Act requires that the compensation plan to be reviewed at least once every five years. The Mayor, City Manager and City leaders contracted with HRM Consultants to audit and review all of the HR processes to include a job analysis and development of a compensation plan. Using an outside vendor increases objectivity and allows us to benefit from outside resources, knowledge and content experts. The review process began about a year ago and began with the job analysis and creation of job descriptions.

The process for this will be in three steps:

- Meet the HRM consultants and allow them to walk us through their process and present their methods in developing their proposed compensation plan.
- Meet again on October 24<sup>th</sup> to discuss the plan after the Board has had an opportunity to review and approve the plan.

- The City Manager, Mayor and HR Director will work with the City Council in developing an implementation plan.

She then introduced Charles Wilkinson who is the owner of HRM Consultants and asked him to introduce his team. Mr. Wilkinson expressed his appreciation for the opportunity to work the City of Pelham on this project and that they have enjoyed this engagement. His company is located here in Birmingham in Liberty Park. They serve clients in 28 states and one of their core competencies is compensation. He introduced Carolyn Campbell who is their engagement executive who has been involved from the beginning with the audit and job analysis portions of the project. Brenda Harrington is the project manager and has been tasked with the development of the compensation plan and will present the process, findings and recommendations this evening.

Mr. Darnell asked if he could add one statement to the overview previously stated by Tracy Hill, stating that it is the objective of the Board to acquire ownership of the compensation plan being proposed by HRM Consultants. In the past, they have heard the approach that has been taken but they have not seen the details until tonight. He asked the attendees to realize that this Board must fully understand how the plan was developed before they can recommend it to the City Council for approval. He asked for patience as they work through the plan to become comfortable with it as presented and believe that it is commensurate with the market that we compete with and look to when filling our vacant positions before they approve and recommend it.

Brenda Harrington began her presentation by stating that there is no expectation of a decision tonight and assured the members that they would be given notebooks that contain the details to take with them for their review prior to the discussion meeting next week. It is at the next meeting that she hopes they would be able to discuss any concerns or questions they have. Her presentation included an overview of their scope of work, a synopsis of the current compensation plan and the eight phases of work that were performed by HRM.

1. Plan and Launch Project
2. Conduct Job Analysis & Evaluation
3. Complete Job Descriptions
4. Conduct FLSA Analysis
5. Compile Data from Markey Surveys
6. Establish Market Values for Benchmark Positions
7. Develop Pay Grade Classification System
8. Presentation of Final Recommendations

She explained that this process had been very detailed. There have been several meetings with the City Manager and the Payroll & Benefits Analyst and the HR Director, once hired, to review market surveys and there had also been a day of meetings with the Department Heads to address any concerns they might have had about the data.

The market surveys used were primarily from Economic Research Institute, CompAnalyst and the Alabama County Wage and Salary Survey. In some instances – the golf course for example, the National Golf Owners Association was also used for comparison. Earlier in this process, she met with the Chief of Police and the Chief of Fire who provided her with specific locations that they felt were their competition in recruiting and retaining, and specific data had been used from their locations for the public safety comparisons.

What she is presenting is a compensation plan of two parts: Employee Plan and Public Safety Plan. The goal with these plans is for employees to reach “market” by step 6 in both plans. The step increments

will be 3.5% for employee plan and 5% for public safety which needs to be more competitive as compared to other municipalities.

At the conclusion of her presentation on methodology used, she discussed a few possible implementation plans and stated that those would be decisions would need to be made later by City leaders. She also reviewed the next steps. Once approved by the Personnel Board, the plan would be presented to the City Council to approve funding and determine a plan for implementation. The next step would involve communication to employees about the plan for implementation.

Mr. Collins asked if Trussville had been used in the comparison. Mrs. Harrington said no, that she had only used the cities that had been provided by the Chiefs. Interim Police Chief Cheatwood stated that the Police Department doesn't compete with Trussville in recruitment nor retention of their employees.

Some discussion took place between Board members and Tracy Hill regarding the current practice of paying within the compensation range and the promulgated rule that allows the practice of paying above step 1. Discussion also took place about the benefit portion of the compensation plan and how it should be compared as a total compensation package.

There was discussion as to when the employees would be able to see the compensation plan being presented. Mrs. Hill stated that after the Board had an opportunity to review it, it would be shared at the next meeting for the employees. Mr. Collins voiced concern with employees seeing compensation ranges presented by HRM without them having an opportunity to discuss any concerns the Board might have with the plan. Mayor Waters stated the Civil Service Law states "The Human Resources Director shall furnish copies of the plan to all groups concerned and shall provide an opportunity for department heads and the general public to present their views individually and collectively." Mrs. Hill let everyone know that it would be presented on the screen at the meeting next week. Mr. Darnell stated that he didn't want the expectation of employees to be they would see the plan next week. The Board desires the meeting next week to be an opportunity for the Board to ask questions so they can develop the ownership of the plan as discussed earlier this evening. The Board would like to have the ownership of the plan before it is shared with the employee population.

Board members were given notebooks that contain details to take and review prior to the next meeting.

Mr. Darnell asked if Mayor Waters or any council members present had any comments. Rick Hayes was the only one in attendance and his only comment was that Board members would need to review the plan presented and approve prior to presenting to employees.

#### NEXT MEETING

The next meeting will be held on October 24, 2019, at 5:30 p.m. at the Pelham Civic Complex.

#### 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 6:37 p.m.

---

Tracy Hill, Secretary  
Director of Human Resources