Minutes
Meeting of the
Personnel Committee of the
Alabama Environmental Management Commission
Alabama Department of Environmental Management Building
1400 Coliseum Boulevard
Montgomery, Alabama 36110-2400
October 20, 2017
This is to certify that the Minutes contained herein are a true and accurate account of actions taken by the Personnel Committee of the Alabama Environmental Management Commission on October 20, 2017.

__________________________
Samuel L. Miller
Chair
Personnel Committee
Alabama Environmental Management Commission

Certified this 19th day of October 2018.
Minutes
Meeting of the
Personnel Committee of the
Alabama Environmental Management Commission
Alabama Department of Environmental Management Building
1400 Coliseum Boulevard
Montgomery, Alabama 36110-2400
October 20, 2017

Convened: 10:10 a.m.
Adjourned: 10:20 a.m.

Part A

Transcript
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Part B

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Attachment 1
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Part A
DR. MILLER: I am going to call this to order and note that we have all members present for this meeting of the Personnel Committee. Our first item on the agenda is that the Committee should consider the minutes of the meeting held on October 21, 2016. These have all been furnished for the Committee members to look over. And I'll entertain a motion from the Commission members regarding the minutes.

DR. MARTIN: I make a motion to accept the minutes on the October 21, 2016 meeting as presented.

DR. LAIER: I second.

DR. MILLER: Is there any discussion?

(No response.)

DR. MILLER: If not, let's call for the question. All in favor of accepting the minutes as written, say aye.

aye. (Unanimous.)
the Director's job performance in the
evaluation period.

On behalf of the Committee, I've
requested through a memo to the
Commissioners and a notice to the public
that all written comments be submitted to
the Personnel Committee by 5 p.m.
July 31, 2017. This notice was sent to
the general public and ADEM website and
circulated in advance notice of the
Commission meeting's mailing list.
Is there any discussion by the
Committee regarding the draft summary of
written comments on the ADEM Director's
job performance evaluation?

DR. MARTIN: I don't have any
comments other than I'm glad he's doing
it and not me.

DR. LAIER: And I second that.

DR. MARTIN: He's doing a good
job.

DR. MILLER: I think we've all
looked over the comments.

DR. MARTIN: Right.

MR. MILLER: And I'll entertain a
motion from the Committee regarding the
draft summary of written comments on ADEM
Director's job performance evaluation.

DR. MARTIN: So moved.

DR. LAIER: Second.

DR. MILLER: All right. Any
discussion regarding this?

(No response.)

DR. MILLER: If not, I call for
the question to adopt the draft summary
of written comments for the Director's
job performance evaluation. All in
favor, say aye.

(Unanimous.)

DR. MILLER: All opposed say no.

(No response.)

DR. MILLER: Passed unanimously.

The Committee will discuss the
recommendations it wants to present to
the Commission to consider on the ADEM
Director's job performance evaluation.

The first thing we need to discuss is a
recommendation from the Committee
regarding Director LeFleur's salary. At
this time, Director LeFleur's current
salary is $160,440. He is in Pay
Grade 90, Step 17. There is one step
remaining in Pay Grade 90. The Chair
notes that a two-step salary advance was
given to the Director in his last
evaluation. If we were to consider going
to Step 18, the per-year salary would be
$164,419.20, which using my phone
calculator comes up to a 2.5 percent
increase.

Let's please have a discussion
regarding this matter.

DR. LAIER: From my point of
view, I think the Director has been a
good servant and has worked hard and
diligently on his missions and that he
would be a good candidate for a final
raise.

DR. MARTIN: I'm in favor of the
final one-step pay raise as well.

DR. MILLER: Well, I think
we're -- we need to consider not only the
fact that the current Director has done a
good job, but in order if Lance were --
the Director were to decide to retire,
then we need to make an effort to have
this job be as appealing as possible to
candidates. I think that's
another reason, in my opinion, in
addition mainly, of course, to the ADEM
Director's performance, that we should
consider moving the one step to Step 18
and Pay Grade 90.

I'll ask for a motion regarding what
we should do regarding Director's pay.

DR. LAIER: I make a motion that
we consider offering the Director his pay
grade to No. 3.

DR. MILLER: Would you run that
by me one more time, Jim? I didn't
quite --

DR. MARTIN: In Item No. 6, if
1. you can just read it, that second one
2. there. It should cover that. On page 3.
3. DR. LAIER: Page 3.
4. DR. MARTIN: Move to recommend
5. the Commission approves the salary
6. advance for Director LeFleur of one step
7. to Step 18 and Pay Grade 90.
8. DR. LAIER: Okay. I got it.
9. DR. MARTIN: Would that be your
10. motion?
11. DR. LAIER: That would be my
12. motion.
13. DR. MARTIN: Okay. I'll second
14. it.
15. DR. MILLER: Any further
16. discussion regarding this situation? If
17. not, let's call for the question. All in
18. favor of moving the Director one step to
19. Step 18, Pay Grade 90, will you signify
20. by saying aye.
21. (Unanimous.)
22. DR. MILLER: All opposed?
23. (No response.)

1. DR. MILLER: All right. The
2. resolution passes unanimously. The Chair
3. will now entertain a motion from the
4. Committee regarding him meeting with the
5. Director regarding the summary of written
6. comments and actions taken by the
7. Commission and executing the verification
8. of understanding.
9. DR. MARTIN: I move to recommend
10. the Commission authorize the Personnel
11. Committee Chair -- that would be you --
12. to meet with Director LeFleur regarding
13. the summary of written comments on ADEM
14. Director job performance evaluation and
15. action taken by the Commission regarding
16. the evaluation and to execute the
17. verification of understanding with the
18. Commission and the Director regarding
19. this evaluation.
20. DR. LAIER: I second that.
21. DR. MILLER: Any further
22. discussion?
23. (No response.)

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3. )
4. ELMORE COUNTY
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6. I do hereby certify that the above
7. and foregoing transcript was taken down
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11. the foregoing represents a true and
12. correct transcript of the testimony given
13. by said witness.
14. I further certify that I am neither
15. of counsel, nor any relation to the
16. parties to the action, nor am I anywise
17. interested in the result of said cause.
18. I further certify that I am duly
19. licensed by the Alabama Board of Court
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21. as evidenced by the ACCR number following
22. my name below.
23. Bridgette W. Mitchell
24. Certified Court Reporter and
25. Commissioner for the State of
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Part B
Attachment Index

Attachment 1

Agenda

Attachment 2

Order to: (1) Adopt the Draft Summary of Written Comments on ADEM Director Performance Evaluation; (2) Recommend that the Commission approve a salary advance for Director LeFleur of one step to Step 18 in Pay Grade 90 (per year salary of $164,419.20); (3) Recommend that the Commission authorize the Personnel Committee Chair to meet with Director LeFleur regarding the Summary of Written Comments on ADEM Director Job Performance Evaluation and to execute the verification of understanding between the Commission and the Director regarding the evaluation. (Agenda Items 2 and 3)
Attachment 1
AGENDA*
MEETING OF THE
PERSONNEL COMMITTEE
OF THE
ALABAMA ENVIRONMENTAL MANAGEMENT COMMISSION
DATE: October 20, 2017
TIME: 10:00 a.m.
LOCATION: Alabama Department of Environmental Management (ADEM) Building
Alabama Room (Main Conference Room)
1400 Coliseum Boulevard
Montgomery, Alabama 36110-2400

ITEMS

1. Consideration of minutes of meeting of the Personnel Committee held on October 21, 2016**

2. Discussion and consideration of Personnel Committee Chair’s Draft Summary of Written Comments on the ADEM Director’s Job Performance Evaluation

3. Discussion and consideration of recommendations the Personnel Committee will present to the Commission for consideration on the ADEM Director Job Performance Evaluation

4. Other business

5. Future Personnel Committee meeting

* The Agenda for this meeting will be available on the ADEM website, www.adem.alabama.gov, under Environmental Management Commission.

** The minutes of this meeting will be available on the ADEM website under Environmental Management Commission.
Attachment 2
BEFORE THE
PERSONNEL COMMITTEE
OF THE
ALABAMA ENVIRONMENTAL MANAGEMENT COMMISSION

MOTIONS

1. Adopt the Draft Summary of Written Comments on ADEM Director Performance Evaluation.
2. Recommend that the Commission approve a salary advance for Director LeFleur of one step to Step 18 in Pay Grade 90 (per year salary of $164,419.20).
3. Recommend that the Commission authorize the Personnel Committee Chair to meet with Director LeFleur regarding the Summary of Written Comments on ADEM Director Job Performance Evaluation and action taken by the Commission regarding the evaluation and to execute the verification of understanding between the Commission and the Director regarding the evaluation.

ORDER

This cause having come before the Personnel Committee pursuant to the above motions, and having considered the same, the Committee hereby ORDERS, ADJUDGES, and DECREES as follows:

1. That the above motions are hereby adopted; and
2. That this action has been taken and this Order shall be deemed rendered effective as of the date shown below.
Personnel Committee Order
Page 2

Issued this 20th day of October 2017

APPROVED:

__________________________
Committee Member

__________________________
Committee Member

__________________________
Committee Member

This is to certify that this Order is a true and accurate account of the actions taken by the Personnel Committee on this 20th day of October 2017.

__________________________
Samuel L. Miller, Chair
Personnel Committee
Certified this 20th day of October 2017