

**From:** [Powers, Megan](#)  
**To:** [Lara Hooley](#)  
**Subject:** FW: HR Comp & Classification Consultant Reference Check  
**Date:** Friday, March 15, 2024 11:45:28 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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*Megan Powers*

Assistant to the City Manager  
City of Madeira Beach  
300 Municipal Dr. I (727) 391-9951 x228  
[www.Madeirabeachfl.gov](http://www.Madeirabeachfl.gov)



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**From:** Powers, Megan <MPowers@madeirabeachfl.gov>  
**Sent:** Tuesday, February 27, 2024 8:56 AM  
**To:** 'Tracy Fair' <TFair@NewberryFL.gov>  
**Subject:** RE: HR Comp & Classification Consultant Reference Check

Hi Tracy,

Thank you so much, I really appreciate it!

Regards,

*Megan Powers*

Assistant to the City Manager  
City of Madeira Beach  
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**From:** Tracy Fair <[TFair@NewberryFL.gov](mailto:TFair@NewberryFL.gov)>  
**Sent:** Monday, February 26, 2024 4:34 PM  
**To:** Powers, Megan <[MPowers@madeirabeachfl.gov](mailto:MPowers@madeirabeachfl.gov)>  
**Subject:** RE: HR Comp & Classification Consultant Reference Check

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Hi Megan,

I would be more than happy to assist you with your request.

The City of Newberry used Paypoint HR to conduct a Comp and Classification study back in 2023. We had our initial kickoff meeting in April and had our final report in July of same year. We were satisfied with the results as the entire team was thorough and presented the facts based on comparable City's of our size.

I have attached the final report for you to review. Most of the project was remote. Having employees fill out their job duties and providing the job descriptions was, for me, the most time consuming. We then were able to schedule meetings for focus groups. Letting our employees know that gaining insights directly from them, who make our city run daily was a critical part of this process. We hosted a series of sessions allowing multiple opportunities for employees to share their thoughts and experiences that would significantly contribute to the recommendations of the study. It was stressed that at no point was personally identifiable information was going to be mentioned in the final report and that all participation was entirely voluntary. This was an open, safe space with the meeting moderated by Paypoint in person. Each session was packed with employees ready to voice their concerns. At the end of each session, the feedback was positive, and all felt heard.

Paypoint HR aided us in preparing content to submit for our Commission and in speaking with our leadership team to disseminate the results to our teams. They have been a constant resource for us and per our contract will be until March of 2024.

We would most definitely not only recommend but will use again in the future.

Please let me know if you should have any further questions.

Have a wonderful day,

Tracy Fair, PHR, SHRM-CP  
HR Generalist | City of Newberry  
352-722-3916



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**From:** Powers, Megan <[MPowers@madeirabeachfl.gov](mailto:MPowers@madeirabeachfl.gov)>  
**Sent:** Friday, February 23, 2024 1:35 PM  
**To:** Tracy Fair <[TFair@NewberryFL.gov](mailto:TFair@NewberryFL.gov)>  
**Subject:** HR Comp & Classification Consultant Reference Check

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Good Afternoon,

I am hoping you can help me out or point me in the right direction. We just opened some bids for our upcoming Comp and Classification study. One of the consultants listed Newberry as a reference and we hoping you could answer a few questions for us.

Consultant:

- Paypoint HR LLC

Questions:

- What kind of study did they preform for you? When?
- Were you satisfied with the process and final result?
- How long did the process take?
- Can you provide a sample of the completed project? We don't need job descriptions if that is all they performed.
- How much of the process was face to face/remote?
- Did they offer a compression plan? If so was it multi-year?
- Did they offer a maintenance program or review after a year?
  - Was it included in the contract or offered as an hourly rate post contract?

Any insight you can provide would very helpful. Have a great weekend and thank you for your time!

Regards,

*Megan Powers*

Assistant to the City Manager

City of Madeira Beach

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