

Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MINUTES OF MEETING OF THE PERSONNEL BOARD OF JEFFERSON COUNTY October 11, 2016, 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, October 11, 2016. Present at the meeting were L. Kenneth Moore, Chairman; Ann Florie, Associate Member; and Lonnie Washington, Associate Member. Present from the Personnel Board were Lorren Oliver, Personnel Director; Jeff Crenshaw, Deputy Personnel Director; Brian Bellenger, Employment Testing; Guy Dewees, Applicant Services; Kim Kinder, Employee Services; Cynthia Holiness, Business Office; Robert Groce, Information Services; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chairman L. Kenneth Moore called the meeting to order and after opening comments, extended the floor to Personnel Director Lorren Oliver to begin departmental updates.

II. OPERATIONAL UPDATES

Personnel Director – Mr. Oliver reported that in September 2016, the Personnel Board conducted ongoing recruitment for forty-one (41) Merit System job classes and received one thousand three hundred sixty-one (1,361) applications. The Board placed four hundred ten (410) individuals on registers. The Board released fourteen (14) new registers with a total of three hundred fifty-four (354) qualified individuals for employment consideration within the jurisdictions. Another fifty-six (56) qualified applicants were placed on ten (10) registers for difficult to recruit for job classes. Registers released in September 2016 included Senior Nutrition Consultant, Network Systems Administrator I and Public Works Assistant Director II. The Board received one hundred thirteen (113) new requests to fill a total of one hundred ninety-three (193) vacancies in the Merit System. One hundred three (103) of these requests (91%) were processed immediately, and the remaining ten (10) requests (9%) were sent to Employment Testing and are at varied stages of the

register development process. One hundred one (101) certifications were issued in September 2016 to provide qualified personnel to fill vacancies in sixty-five (65) Merit System job classes.

In September 2016, the business systems function processed nine hundred sixteen (916) personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums). Year-to-date, six thousand six hundred nine (6,609) personnel actions have been processed. The Board processed eleven thousand four hundred forty (11,440) payroll records in September 2016, bringing the year-to-date total to one hundred thirteen thousand eight hundred seventeen (113,817). The Board also conducts audits of payroll records, and in September 2016, audited four thousand three hundred eighty-seven (4,387) individual payroll records. Year-to-date, twenty-eight thousand two hundred twenty-nine (28,229) payroll records have been audited.

In September 2016, the Personnel Board delivered training to one hundred ninety-three (193) Merit System employees in a variety of courses ranging from business software to supervisory skills. So far this year, three thousand, three hundred seventy-two (3,372) employees have attended training at the Board.

Deputy Director – Jeff Crenshaw gave a summary of In-Service Day activities held on Monday, October 10, 2016. Staff visited the Alabama Sports Hall of Fame, where Mr. Bill Miller, Facilities Director, talked about the facility and the many exhibits related to outstanding achievers in sports. Following a tour of the exhibits, staff participated in team-building exercises. This portion of the day was concluded with guest speaker, Mr. Willie Smith, two-time Olympic Gold Medalist (1976 4x100m relay and 1984 4x400m relay). Mr. Smith shared stories about his struggles and successes, and the rewards of hard work, perseverance and teamwork. Mr. Smith is an excellent speaker and the staff enjoyed the opportunity to hear from him and ask questions about his experiences. The second half of the day was spent at the Homewood Recreation Center, where the staff engaged in more teambuilding activities.

Information Technology – Dr. Crenshaw reported that the Board is undergoing updates to the Personnel Board website. Content and overall structure has been finalized, and the new website should be available to the public by the end of this year. It should be more user friendly for our customers.

Training - Dr. Crenshaw reported that the second session of the current MPACT (Managers

Preparing to Accomplish Change Today) program is being held October 11, 2016 at Regions Field. Regions Field allows the Board to use the facility free of charge once each year for this purpose. Dr. Crenshaw expressed appreciation to Regions Field for their time and assistance.

Employment Testing – Brian Bellenger reported that as of October 11, 2016, there are thirty-six (36) job classes being studied in order to create new eligible lists. Ten (10) of these jobs are requests received during the month of September 2016, and five (5) additional requests have been received thus far in October 2016. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for twenty (20) jobs. The remaining sixteen (16) jobs have been sent to Applicant Services and are in some phase of announcement and application screening.

The department is quite busy with public safety assessments and other activities. Staff spent three days last week at the CrossPlex and at several of the fire departments conducting pump operations tests with one hundred ninety-nine (199) candidates for Fire Apparatus Operator. This is a vast undertaking that requires the full staff coordinating with fourteen (14) fire departments to have fire engines available for testing and live assessment. Additionally, the staff has begun job analysis work on approximately one hundred sixty-five (165) jobs for next year's annual survey, and they are coordinating with job incumbents and supervisors to encourage completion of this year's survey.

Applicant Services – Guy Dewees reported that recruiting activity has been focused on positions in Healthcare, Human Resources, and Waste Water Treatment. The Board utilized social media for all three of these positions by posting and networking on LinkedIn, Facebook, and Twitter. Staff also posted to several professional association web sites in the respective fields. In addition to social media efforts, staff posted and networked with three (3) Physical Therapist programs within the state. Recruiters also networked extensively with the Alabama Department of Environmental Management regarding the Waste Water Treatment positions.

Since the September Board Meeting, recruiters have attended career events at New Rising Star Missionary Baptist Church, Tuskegee University, Alabama State, Troy University, Alabama A&M, and UAB. The fall career event season wraps up this month with the Governmental Careers event at Auburn University in Montgomery and the Alabama State High School V E X

Robotics Tournament and Career event hosted by Vestavia High School.

Employee Services – Kim Kinder reported that in September 2016, the Classification and Compensation Department approved ten (10) advanced step requests, processed forty-six (46) certification requests for new positions, and approved nine (9) premium pay requests. The Employee Relations Department received notification of three (3) new appeals, of which one was not eligible for appeal due to not being employed for 12 months, twenty-two (22) suspensions, three (3) terminations and eleven (11) written warnings. There was one (1) pre-hearing conference held and one (1) hearing during the month of September 2016.

The annual classification survey includes approximately 3,300 employees. Some of the major job families included in this year's survey are Probation, Social Work, Legal, Human Resources, Community Development, Public Works, and the Police and Sheriff positions. Participation in the survey was scheduled to close October 14, 2016; however, as of October 11, 2016, only 30% of the participants have completed the survey forms. Therefore, the survey will be extended through October 28, 2016 during which time the Testing staff will continue to contact employees to encourage participation and a mass email will be sent to survey participants informing them of the revised close date. Dr. Bellenger commented that his staff has been interacting with incumbents and supervisors regularly over the last several months in preparation for the survey, and will personally reach out to them as well.

Business Office – Cynthia Holiness reported that the financial report as of the end of September 2016 indicates that the Board has expended approximately \$8.1 million dollars and has \$868 thousand dollars in open purchase orders. Of the \$8.1 million dollars that have been expended, \$5.8 million dollars were expended in salaries and fringe benefits; \$320 thousand dollars for maintenance support for IT and the second floor Testing equipment; \$164 thousand dollars for legal and hearing officer services; \$497 thousand dollars for online testing assessments, IT Consultants, testing equipment upgrade and transcription services; \$150 thousand dollars for advertising of Merit System positions; \$81 thousand dollars for hotel accommodations for volunteer Testing assessors; \$20 thousand dollars in software licenses; \$33 thousand dollars for Public Officials and Employment Liability Insurance and Cyber Protection Insurance; \$109 thousand dollars for staff development, volunteer assessor travel and per diem; \$635 thousand dollars for lease payments to Jefferson County for the rental of office space in

the 2121 Building, and \$256 thousand dollars in other items such as copier rentals, meals for volunteer assessors and office supplies. The Board has committed approximately 89% of its \$10 million dollar budget. September is the last month of this fiscal year, and the Board should be under budget for the 14th year. However, please note that end-of-year accruals and adjustments have not yet been calculated by Jefferson County and the final expenditure reports from the County for the Board's review and approval will become available in early 2017.

Ms. Holiness introduced the new part-time Security Officer, Tracy McCall to the 3-Member Board. Ms. McCall recently retired from the City of Birmingham Police Department after twenty-one (21) years of service.

Lorren Oliver introduced Jefferson County's new Deputy Director of Human Resources, Shawn Curtis, to the Board. In his role as Receiver, Mr. Oliver commended the Personnel Board staff for their continued tremendous assistance to the County in its' work under the Consent Decree, including providing the use of the 2nd Floor Test Facility for the County's use in conducting test assessments.

III. ACTION ITEMS

- a) Board minutes for the meeting held on September 13, 2016. (Motion made by A. Florie and Seconded by L. Washington)

- b) The Board approved the following COLA Resolutions as submitted:
 1. City of Fulndale – two percent (2%) effective September 28, 2016
 2. City of Irondale – three percent (3%) effective October 1, 2016
 3. City of Mountain Brook – one and one-half percent (1.5%) effective October 4, 2016
 4. City of Vestavia Hills – two percent (2%) effective October 1, 2016.
 5. City of Gardendale – one and one-fourth percent (1.25%) effective October 1, 2016.
 6. Jeff County Emergency Mgt Agency – two percent (2%) effective October 1, 2016
 7. General Retirement System of Jeff County – two percent (2%) effective October 1, 2016

Section 12 of the *Enabling Act* of the State of Alabama grants an appointing authority the discretion, by way of resolution of the governing body, to raise or lower the jurisdiction's salary schedule by a fixed amount, "...provided however that no governing body shall raise such entire schedule within 12 months after the adoption of a new salary schedule nor within 12 months immediately preceding any primary or general elections in which members of the said

governing body are to be elected, except upon the approval of the Personnel board, provided...”
There is an election in each of the above jurisdictions this year; consequently, the resolutions are presented for 3-Member Board approval pursuant to §12 of the Enabling Act. (Motion made by L. Washington and Seconded by A. Florie)

IV. JURISDICTION CONTRACTS

a) The Board approved the following contract *amendments* between Jefferson County (Roads/Transportation) and:

1. Gooch Paint & Body - Contract amount increased from \$15,000 to an amount not to exceed \$60,000.
2. Wade's Collision - Contract amount increased from \$8,000 to an amount not to exceed \$40,000
3. Trussville Collision - Contract amount increased from \$10,000 to an amount not to exceed \$90,000
4. Premiere Chevrolet - Contract amount increased from \$45,000 to an amount not to exceed \$70,000.

The Board previously approved contracts with the aforementioned contractors on December 9, 2014 to provide vehicle body work and associated repairs for wrecked County vehicles. Increasing the maximum amount payable to these contractors does not affect the original approval rationale. The County indicated that to perform the work in-house, they would need to purchase the equipment necessary to perform the services at a cost between \$900,000 and \$2 million. Approval of the amendments was based on the sporadic nature of the work, the fact that the services are customarily performed by contractors and the anticipated costs of operating a body shop. (Motion made by L. Washington and Seconded by A. Florie)

b) The Board approved a contract amendment between Jefferson County (Roads & Transportation) and Weil Wrecker Service. Weil Wrecker will provide 24 hour towing services 7 days a week. The Board previously approved a 3-year contract with Weil Wrecker on December 9, 2014 for \$15,000. In the 2014 submission, the County indicated it would cost over \$470,000 to purchase equipment and facilities. The County requests to amend the contract to increase the amount from \$15,000 for three (3) years to \$25,000 for

three (3) years. Increasing the maximum amount payable to Weil Wrecker does not affect the original approval rationale that was based on the limited and sporadic services and the estimated cost to perform the services in-house. Therefore, the contract amendment was approved. (Motion made by L. Washington and Seconded by A. Florie)

- c) Recommendation that the Board approve a contract between Jefferson County (Purchasing) and Waste and Disposal Services of AL, LLC. Waste and Disposal Services of Alabama will provide dumpster waste collection services using Front Loading Garbage Trucks at several facilities owned by Jefferson County. Additionally, the vendor will provide various sized waste receptacles at each of these facilities. The cost of this contract is estimated at \$200,000 for three years, or \$66,667/year (based on monthly fee schedule in contract). The cost for the County to purchase the equipment to perform these services in-house is approximately \$1,346,250. Based the fact that the County does not possess the necessary equipment or staff and it is substantially more cost effective to contract the services, the contract amendment was approved. (Motion made by L. Washington and Seconded by A. Florie)
- d) Recommendation that the Board approve a contract *amendment* between the Jefferson County Sheriff's Office and Jefferson County 911 Emergency Communications District (JC911). JC911 provides emergency dispatch services to the Jefferson County Sheriff's Office (JCSO). The Board previously approved a contract with JC911 for the same services on July 14, 2015. The contract was subsequently amended to change the start of the contract from April 2015 to October 2015. The current amendment being presented changes the term from a one year contract with yearly renewals to a five year contract with no renewals. All other terms of the contract remain the same. Therefore, the contract amendment was approved. (Motion made by L. Washington and Seconded by A. Florie)

V. ADMINISTRATIVE LEAVE WITHOUT PAY

- NONE SUBMITTED -

VI. APPEAL OF DIRECTOR'S DETERMINATION (Reinstatement, Rehire, Grievance, etc.)

- NONE SUBMITTED -

VII. CONTESTED ITEMS - Appeal of Disciplinary Actions (Suspension, Demotion, Termination, etc.)

- a) Hubert L. Jackson vs. City of Birmingham (Police Department) – DA-2016-2073-BH
Complainant’s Motion to Dismiss Appeal – Upon review, the Board finds that the Motion to Dismiss is due to be GRANTED. (Motion made by L. Washington and Seconded by A. Florie)

- b) Robbie R. Kidwell vs. Jefferson County (Revenue) – DA-2016-2068-JC – Hearing Officer’s Report and Recommendation – Matthew Swerdling, Counsel for Complainant Kidwell; Complainant Ms. Robbie Kidwell and Theo Lawson, Counsel for Respondent Jefferson County, addressed the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer’s recommendation to uphold Complainant Kidwell’s termination effective April 25, 2016. (Motion made by L. Washington and Seconded by K. L. Moore; A. Florie – Recused)

VIII. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged of Cost-of-Living-Adjustments (COLAs) for the following:
 - 1. City of Birmingham – one percent (1%) effective June 25, 2016.
 - 2. Jefferson County Commission – two percent (2%) effective October 1, 2016.

- b) The Board acknowledged the Longevity Pay resolution for the General Retirement System of Jefferson County.

c) Provisional Appointment(s)

- | | | | |
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| 1. Aleck Witherspoon | Water Utilities Svc Hlpr | Bessemer | Approved |
| 2. Yumika Patton | Certification Supervisor | Personnel Board | Approved |

d) Advance Step(s)

- | | | | |
|-----------------------|-------------------|------------|----------|
| 1. Arrington, Antoine | Skilled Laborer | Birmingham | Approved |
| 2. Banks, Gwendolyn | Admin Analyst | Birmingham | Approved |
| 3. Gambrel, Timothy | Principal Planner | Birmingham | Approved |
| 4. Harris, James E. | Skilled Laborer | Birmingham | Approved |
| 5. Horne, Jeffrey | Skilled Laborer | Birmingham | Approved |
| 6. Kind, Doretta | Court Clerk | Birmingham | Approved |

Personnel Board Minutes
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| 7. King, Nicole | Principal Attorney | Birmingham | Approved |
| 8. Patton, Javan | Principal Attorney | Birmingham | Approved |
| 9. Roberts, Tracy | Principal Attorney | Birmingham | Approved |
| 10. Sullivan, Henry | Guard | Birmingham | Approved |

e) Reinstatement(s)

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| 1. Clint Collins | Deputy Sheriff | Jefferson County | Approved |
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f) September Board Bi-monthly Expenditure Report(s)

IX. EXECUTIVE SESSION

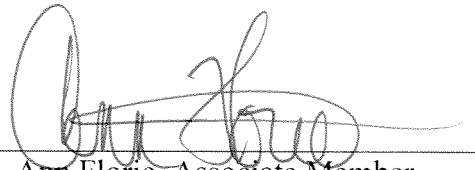
There being no further business, the meeting was adjourned at 2:56 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County



Lonnie Washington, Associate Member
Personnel Board of Jefferson County



Ann Florie, Associate Member
Personnel Board of Jefferson County

Attested By:



Jeff Crenshaw, Deputy Director
Personnel Board of Jefferson County