



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MINUTES OF MEETING OF THE
PERSONNEL BOARD OF JEFFERSON COUNTY
December 13, 2016, 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, December 13, 2016. Present at the meeting were L. Kenneth Moore, Chair; 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; Pete Blank, Training and Development; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chair 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 November 2016, the Personnel Board conducted ongoing recruitment for thirty-nine (39) Merit System job classes and received one thousand seven hundred twenty-one (1,721) applications. The Board placed five hundred twenty (520) individuals on registers. The Board released thirteen (13) new registers with a total of four hundred eighty-eight (488) qualified individuals for employment consideration within the jurisdictions. Another thirty-two (32) qualified applicants were placed on eight (8) registers for difficult to recruit job classes. The Personnel Board conducts continuous or open-until-filled recruiting for these jobs classes. Registers released in November 2016 included Medical Director, Control Room Operator and Chief Accountant. The Board received seventy-three (73) new requests to fill a total of one hundred seventy (170) vacancies in the Merit System. Sixty-eight (68) of these requests (93%) were processed immediately, and the remaining five (5) requests (7%) were sent to Employment Testing and are at varied stages of the register development process. The Board issued eighty-four

(84) certifications in November 2016 to provide qualified personnel to fill vacancies in fifty-six (56) Merit System job classes.

In November 2016, the business systems function processed five hundred ninety-three (593) personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums). Year-to-date, seven thousand nine hundred fifty-one (7,951) personnel actions have been processed. The Board processed six thousand two hundred seventy-nine (6,279) payroll records in November 2016, bringing the year-to-date total to one hundred thirty-one thousand, one hundred five (131,105). The Board also audited three thousand one hundred nine (3,109) individual payroll records. This brings the year-to-date total to thirty-five thousand nine hundred eighty-three (35,983) payroll records have been audited.

In November 2016, the Personnel Board delivered training in a variety of courses ranging from business software to supervisory skills. Four hundred twenty-two (422) Merit System employees attended training offered by the Board, bringing the year-to-date total to four thousand two hundred seventy-one (4,271).

Deputy Director – Jeff Crenshaw reported that staff from Information Services has been working with the city of Fairfield to get employment records up-to-date. These Personnel Board employees have spent time on site with the City to ensure prompt and appropriate updates to the Fairfield employee records and they will continue to do so until such time that all records can be resolved.

The application development unit has been working to finalize the Personal board new website. The updated site is currently under review by internal managers.

The Personnel Board has been interviewing potential consultants to assist in identifying the need for an integrated human resource information system that can replace existing dual systems. If deemed appropriate, the selected consultant would assist in conducting a requirements analysis, arranging vendor demonstrations, drafting of an RFP, and implementing the system.

Employment Testing – Brian Bellenger reported that as of December 13, 2016, there are thirty-five (35) job classes being studied in order to create new eligible lists. Five (5) of these jobs are requests received during the month of November, and four (4) additional requests have been received thus far in December. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for eleven (11) jobs. The

remaining twenty-four (24) jobs have been sent to Applicant Services and are in some phase of announcement and application screening.

Scores from the Fire Series promotional exams were mailed out last week, and new registers will be established following the appeal period which ends on December 20, 2016. Additionally, the Police Officer exam was administered to three hundred sixty-four (364) candidates on Wednesday, December 7, 2016. Candidates with passing scores will be added to the register during the week of December 26, 2016. Work has begun on the upgrades to the 2nd floor test facility; therefore, test administrations are closed until late February/early March of 2017.

Applicant Services – Guy Dewees reported that the majority of the department’s recruiting activity has been focused on positions in Human Resources, Healthcare, and Skilled Trades. The Board utilized social media for all three of these types of positions. Staff posted and networked on LinkedIn, Facebook, and Twitter, and also posted to several professional association web sites in their respective fields. In addition to social media efforts, staff contacted and networked with the University of West Alabama to develop a recruiting pipeline focusing on environmental science and biology majors. The Board reached out to the directors of the Alabama Career Centers in Jasper and Albertville to plan to co-host career events at each location in the spring of 2017 with a focus on Police and Fire positions.

In a previous report to the Board, Mr. Dewees mentioned that one of the recruiters, Jim Greene, was elected as Vice President of the Alabama Association of Colleges and Employers. Mr. Greene has been organizing the association’s Winter Workshop which will be held at the Personnel Board on January 13, 2017. The topic of the workshop is Building a Talent Pipeline “How career services, recruiters, and economic developers working as a team can develop the economy...” The workshop will bring together college career professionals from Auburn, Alabama A & M, Alabama State, Gadsden State, Samford, and UAB as well as participating businesses.

Employee Services – Kim Kinder reported that for the month of November 2016, the Classification and Compensation Department approved thirteen (13) advanced step requests, processed twenty-four (24) certification requests for new positions, and approved eight (8) premium pay requests. The Employee Relations Department received notification of three (3) appeals, ten (10) suspensions, one (1) termination, two (2) written warnings and one (1) settlement agreement. There were no pre-hearing conferences held and one (1) hearing was held during the month of November 2016.

Regarding the annual classification survey, there are fifty-five (55) positions that require review of the information submitted. The purpose of the review is to ensure the job duties are consistent with the current position. Some of these jobs will require on-site audits and they will be completed by January 13, 2017. Initial recommendations are scheduled to be available to employees in late February 2017.

Business Office – Cynthia Holiness reported that as of the end of November 2016 the Board has expended approximately \$1.3 million dollars and has \$1.4 million dollars in open purchase orders. Of the \$1.3 million dollars that have been expended, \$963 thousand dollars were expended in salaries and fringe benefits; \$71 thousand dollars for maintenance support for our IT systems; \$26 thousand dollars for online testing assessments and airfare reservations for the Board’s volunteer assessors; \$11 thousand dollars for legal and hearing officer expenses; \$44 thousand dollars for hotel accommodations for volunteer Testing assessors; \$7 thousand dollars for advertising of Merit System positions; \$9 thousand dollars for volunteer assessor travel and per diem; \$106 thousand dollars for lease payments to Jefferson County for the rental of office space in the 2121 Building; and \$6 thousand dollars in other items such as meals for volunteer assessors and office supplies. The Board has committed approximately 25% of its \$10.7 million dollar budget. This percentage may appear to be high for the second month of the fiscal year; however, several purchase orders from 2016 have carried forward to 2017 which are needed in order to process September invoices that have been received in October & November.

I. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on November 15, 2016. (Motion made by L. Washington and Seconded by A. Florie)

- b) The Board approved the allocation of Personnel Board Expenditures for Fiscal Year 2016. Jefferson County Finance Department annually submits to the Personnel Director for review and approval the allocation of expenditures incurred during the fiscal year. According to the Finance Department, the Personnel Board’s billable expenditures for fiscal year 2016 are \$8,113,371.76 which is \$1.9 million dollars under budget due to the following:
 - Six vacant positions were not filled in FY 2016, but will be filled or are already filled in this fiscal year.
 - Legal fees were under budget by approximately \$657,000.

- Staff Development & Assessor Travel were under budget by approximately \$219,000 due to a change in the Board's practice of staff attending conferences only if it is related to a certification, critical to his/her job function and/or the staff person is presenting a paper or a project. Also, several assessments were canceled in FY 2016 due to a lack of candidates registered for tests.
- Due to an error by Jefferson County Finance in a previous fiscal year, the Board received a credit for Indirect Charges (i.e. County payroll & purchasing services, budget management & treasurer services, as well as human resources services); therefore, the Board was under budget by \$230,000.

The 2016 expenditure information was submitted to the Personnel Director on November 8, 2016, and reviewed and verified by the Board's Business Office. Jefferson County Finance Department will invoice the various jurisdictions for the total billable FY 2016 expenditures based on the percentage of each jurisdiction's classified employees to the total number of classified employees. (Motion made by L. Washington and Seconded by A. Florie)

In one vote, the Board approved items **c** and **d** (Motion made by L. Washington and Seconded by A. Florie):

- c) The new class of Senior Industrial & Organizational Psychologist. The Personnel Board requests to create the new job class of Senior Industrial & Organizational Psychologist. The purpose of this class is to manage the development and implementation of selection and assessment initiatives, including assessment design, development, and employment test validation, in partnership with consultants and key internal stakeholders while maintaining legal, defensible and professional standards. This position manages multiple testing departments including both the Personnel Board of Jefferson County and Jefferson County.
- d) An Executive on Loan agreement with the Jefferson County Commission for Brian Bellenger to serve jointly as the Senior I/O Psychologist for the PBJC Employment Testing Division and the County Recruitment and Selection Division. Dr. Bellenger will spend 50% of his time managing each unit. The Jefferson County Commission will reimburse the Personnel Board for 50% of Dr. Bellenger's salary. This appointment will remain in place at the pleasure of the Receiver until one hundred (120) business days following the appointment of a permanent Industrial & Organizational Psychologist to the County's Recruitment and Selection staff. The Receiver has recommended this appointment in order to ensure competent, daily on-site leadership for the Recruitment and Selection unit, as well

as to ensure a clear delineation is maintained between PBJC and County testing operations, while aligning procedures and coordinating shared facility use where appropriate. This agreement also fills a gap in the County HR leadership that has been difficult to fill, and while temporary in nature, will ensure stability until a permanent I/O Psychologist can be identified and hired.

In one vote, the Board approved items **e** and **f** (Motion made by L. Washington and Seconded by A. Florie):

- e) The City of Birmingham's request to appoint the position of Deputy Director of Community Development – Urban Planning to the Exempt Executive Service. Pursuant to Rule 6.1 of the Rules and Regulations of the Personnel Board, the Appointing Authority may request the Board to place positions under the Exempt Executive Service. A position may be placed in the Exempt Executive Service if the position is designated for primary policy determinations, such as department heads and their chief deputies. The Appointing Authority provides the details of the request, including title, job description and minimum qualifications to the Director for review and preparation for Board approval. Employees in the Exempt Executive Service have no rights or appeal to the Board and no property interest in their position.

- f) Jefferson County Commission's request to appoint the position of Deputy Director Cooper Green Mercy Health Services to the Exempt Executive Service. Pursuant to Act 2011-70 and in conjunction with Rule 6.1 of the Rules and Regulations of the Personnel Board, the Appointing Authority may request the Board place positions under the Exempt Executive Service. A position may be placed in the Exempt Executive Service if the position is designated for primary policy determinations, such as department heads and their chief deputies. The Appointing Authority provides the details of the request, including title, job description and minimum qualifications to the Director for review and preparation for Board approval. Employees in the Exempt Executive Service have no rights or appeal to the Board and no property interest in their position.

- g) The Board approved a contract between the Personnel Board of Jefferson County and professional speaker and Fire Chief Frank Viscuso. While the PBJC Training and Organizational Development department provides award-winning training sessions, there are certain industry-specific topics such as fire safety that lend themselves to outside

experts. Through partnerships with other Merit System agencies, PBJC Training continues to focus on providing high-quality development opportunities beyond their regular training offerings. Chief Frank Viscuso is a nationally-recognized fire instructor and speaker from Kearny, New Jersey. He is the co-creator of fireopsonline.com and the author of six books including industry bestsellers Fireground Operational Guides and Step Up and Lead. Training and Organizational Development is partnering with the fire departments of Mountain Brook, Trussville, and Vestavia Hills to bring Chief Viscuso to speak on February 16th, 2017. Chief Viscuso will lead a full day (9:00 am – 3:00pm) of training for \$3,800.00. Over two hundred (200) officers from all Merit System fire departments are expected to attend. This event will provide all attendees with leadership and customer service skills that are specific to officers in a fire department. (Motion made by L. Washington and Seconded by A. Florie)

In one vote, the Board approved items ***h*** and ***i***: (Motion made by L. Washington and Seconded by A. Florie):

- h) The city of Trussville’s request to increase their salary schedule by 2%. The Council of the City of Trussville passed Resolution # 2016-104 granting a 2% Cost of Living Adjustment effective November 26, 2016. There was an election this year; consequently, the resolution was presented for 3-Member Board approval pursuant to §12.

- i) The city of Trussville’s request for Longevity pay. Longevity pay is grant to recognize employees for their long-term service. Longevity pay under this resolution will be paid for the period October 1, 2015 through September 30, 2016 and a one-time payment will be made in November 2016. An eligible employee who has at least 5 years of total service shall receive a lump sum payment as outlined below.

1. Zero (0) through Four (4) Years	.00
2. Five (5) to Nine (9) Years	400.00
3. Ten (10) to Fourteen (14) Years	500.00
4. Fifteen (15) to Nineteen (19) Years	750.00
5. Twenty (20) Years and Over	1000.00

There was an election this year at the City; consequently, the resolution was presented for approval pursuant to §12.

- j) ***CARRIED OVER FROM November 15, 2016*** - The Board voted to carry over this item to

the January 2017 meeting. It was recommended that Kenneth Pinkerton will be appointed to the position of Pension Board Member, City of Birmingham. Pursuant to Act No. 2006-339, the Personnel Board of Jefferson County is responsible for appointing a Member of the Board of Managers for the City of Birmingham's Retirement and Relief System. This Board (referred to as the "Pension Board") is comprised of nine members. One of the members is an appointee of the Personnel Board of Jefferson County and serves a four (4) year term. The term period is November 14, 2016 through November 13, 2020. The members of the Pension Board meet on a monthly basis and are not paid for their service.

Birmingham Fire and Rescue Captain Sebastian Carillo, President of the Birmingham Professional Firefighter's Association, Birmingham Police retiree, Mr. Fred Jones and Birmingham Fire retiree, Mr. Daniel Carr addressed the Board to voice their concerns over the recommended appointment of Mr. Pilkerton.

The Board voted to carry over the item to the February board meeting and reopen the job announcement for recruitment of additional qualified applicants. (Motion made by L. Washington and Seconded by A. Florie)

II. JURISDICTION CONTRACTS

- a) CARRIED OVER FROM November 15, 2016 Meeting - The Board approved a contract between the city of Birmingham (Planning, Eng'g, & Permits) and AMEC Foster/Wheeler (Phase II) – 1 year - \$354,530.00. The City of Birmingham has submitted a contract from Amec Foster Wheeler (Amec F/W) to provide professional consulting services. The contract for Phase I of this work was approved by the Board on April 12, 2016. The first phase is complete, and the City now requests to proceed with contracting for Phase II of the work to begin. Amec F/W will continue work as consultant in order to develop a comprehensive post-construction stormwater program to include ordinance and related policies, processes and procedures that integrate watershed master plans with green infrastructure (GI) and low impact development (LID) strategies and meet new requirements for post-construction development best management practices that are required of all local governments statewide. The contract was approved based on the expert-level and specialized experience necessary to navigate the stakeholder, regulatory and technical aspects of the development this comprehensive program, the sporadic nature of the work, and the fact that the services are generally contracted. (Motion made by L.

Washington and Seconded by A. Florie)

- b) The Board approved a new contract between the Jefferson County Sheriff's Office and UAB Board of Trustees (TASC) for 10/1/2016 – 9/30/2017 - \$160,000.00. TASC provides community-based alternatives to offenders who would otherwise be incarcerated. This contract will provide the Sheriff's department with electronic monitoring services (24/7) for offenders placed on house arrest. The Board previously approved a 1 year contract with no extension option for similar services for the term ending September 30, 2016. The cost of the contract and the services are the same. Approval was granted for the same reasons outlined in the April 12, 2016 Board Item. (Motion made by L. Washington and Seconded by A. Florie)
- c) The Board approved a contract between Jefferson County (Env Svcs) and Advanced Disposal for 4/1/2017 – 3/30/2020 at no cost to the County, pending Personnel Board legal review. Advance Disposal will pay the County \$100,000 annually as a host fee. Advanced Disposal will provide solid and semi-solid waste collection and disposal services for unincorporated Jefferson County residents. These services include weekly garbage, trash and garden rubbish pick-up. The services will be billed by Advanced Disposal directly to the individual citizens. The County (Environmental Services) indicated that the County's involvement in the contract process is to simply ensure the most competitive pricing for the citizens. (Motion made by L. Washington and Seconded by A. Florie)
- d) The Board approved a new contract between Jefferson County (Info Tech) and Precision Graphics for 1 year in the amount of \$700,000.00 - Precision Graphics will provide Code Accuracy Support System (CASS) Certification, Mail Sort, Printing, Cutting, and Mail Processing of an estimated 11,000,000 records for Jefferson County. CASS software will correct and standardize addresses and provide missing address information such as ZIP codes to ensure the address is complete. CASS software is of particular importance to the County due to the sensitive nature of the records needing accurate addresses for mailing. The board approved the contract based on the fact that it is more cost effective for the services to be contracted and the fact that the County does not possess the equipment. (Motion made by L. Washington and Seconded by A. Florie)
- e) The Board approved an *amendment* to the existing contract between Jefferson County (Cooper Green) and Luis Pineda for \$106,080.00. This is an amendment to the contract

between Dr. Luis Pineda and Cooper Green Mercy Health Services (CGMHS) to include a collaboration agreement with a Clinical Nurse Practitioner to practice under Dr. Pineda's license for the remaining duration of the contract (5 months). The initial contract for the term of April 7, 2016 to April 6, 2017 was approved by the Jefferson County Commission on March 3, 2016 and did not require Board approval since it was for Physician services only. Pursuant to the Enabling Act, Physicians who hold themselves out for employment by others are exempt from the Classified System. Based on the collaboration agreement required by Alabama State Law, the fact that Dr. Pineda has an existing agreement with a Nurse Practitioner and the difficulty of recruiting an Oncologist Nurse Practitioner, the contract was approved. (Motion made by L. Washington and Seconded by A. Florie)

The Board approved the following contracts between Jefferson County (Community & Economic Development) and UAB (TASC) totaling \$1,007,306 (Motion made by L. Washington and Seconded by A. Florie):

1. Juvenile Drug Court - \$299,473 - New Contract – 9/30/2016 – 9/29/2017 - This contract (grant) provides the following for Juvenile offenders: outpatient services, an evidence-based screening tool, teaching of the Strengthening Families Curriculum, transportation services, a Juvenile Drug Court Coordinator and use a project team to plan, implement and evaluate effectiveness of the initiative. The Board previously approved a 1 year contract with no extension option for similar services for the term ending September 29, 2016 (see attached). The cost of the contract (amount of the grant received) increased slightly by 2% and the services are the same. Approval was based on the same reasons outlined in the February 9, 2016 Board Item.
2. Adult Joint Drug Court - \$398,142 – New Contract - 9/30/2016 – 9/29/2017 - This contract (2 grants) provides treatment for opioid, alcohol and drug addiction, cognitive behavioral interventions for medium to high risk offenders, strives to reduce recidivism, and develop a management information system to monitor program effectiveness and enhance services. The Board previously approved a 1 year contract with a two year extension option for similar services for the term ending September 29, 2016. This is the first extension and the cost of the contract (amount of the grant received) decreased slightly by \$2,310. The services are the same. Approval was based on the same reasons outlined in the February 9, 2016

Board Item.

3. Family Drug Court - \$309,691 – New Contract - 9/30/2016 to 9/29/2017. This contract (grant) provides residential treatment services for women and children, peer recovery support services and a project team to guide planning, implementation and monitoring of effectiveness. The Board previously approved a 1 year contract with a two year extension option for similar services for the term ending September 29, 2016. This is the first extension and the cost of the contract (amount of the grant received) decreased slightly by \$270. The services are the same. Approval was based on the same reasons outlined in the February 9, 2016 Board Item.

III. APPEAL OF DIRECTOR’S DETERMINATION (Reinstatement, Rehire, Grievance, etc.)

- a) Carlos Torres-Sanchez vs. Jeff Co Health Department – Grievance – Scott Morro, Counsel for Mr. Torres-Sanchez; Mr. Carlos Torres-Sanchez and Wade Merritt, Counsel for the Jefferson County Department of Health, addressed the Board. Upon review of the initial grievance and the appeal, the Board UPHELD the determination of the Director that the matters grieved are not subject to adjustment under Rule 15. (Motion made by A. Florie and Seconded by L. Washington)

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

- a) Eva Portis vs. City of Birmingham (Public Wks) – DA-2016-2084 BH - Motion to Dismiss Appeal/Settlement Agreement – Upon review, the Board finds that the terms of the Settlement agreement are consistent with the Rules and Regulations of the Personnel Board of Jefferson County. This appeal is hereby DISMISSED. (Motion made by L. Washington and Seconded by A. Florie)

V. INFORMATION AND DISCUSSION ITEMS

- a) Provisional Appointment(s)

1. Khalilah Brown	Health Department	Medical Director	Approved
2. Glen Newton	Jefferson County	Mental Health Coord	Approved
3. Daniel Chaviers	Tarrant	Electrical Distr Supv	Approved
4. Erica Kimbrough	Birmingham	Chief Admin Analyst	Approved

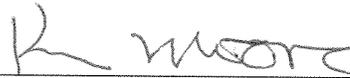
- b) Advance Step(s)

1. Campbell, David	Latent Fingerprint Exam'r	Bessemer	Approved
2. Herron, Everett	Senior Accountant	Birmingham	Approved
3. Soni, Gaurav	Senior Accountant	Birmingham	Approved
4. Willis, Eric	Turfgrass Supervisor	Birmingham	Approved
5. Brown, Khalilah	Medical Director	JCDH	Approved
6. Collins, Hazel	Purchasing Agent	JCDH	Approved
7. Trull, Barbara	LPN	JCDH	Approved
8. Freeman, Pam	LPN	Jefferson Co.	Approved
9. Haywood, Patricia	LPN	Jefferson Co.	Approved
10. Lewis, Lisa	LPN	Jefferson Co.	Approved
11. Stoops, Jennifer	LPN	Jefferson Co.	Approved
12. Powe, Kevin	Skilled Laborer	Jefferson Co.	Approved
13. Weinrib, Daniel	Municipal Clerk I	Tarrant	Approved

c) November Board Bi-monthly Expenditure Report(s)

VI. EXECUTIVE SESSION

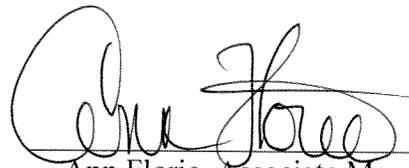
The Chairman adjourned the regular meeting at 3:18 p.m. and went into executive session with Board Counsel, Leslie Coyne, and administrative managers to discuss pending litigation. The executive session ended at 3:33 p.m.



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