



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MINUTES OF MEETING OF THE PERSONNEL BOARD OF JEFFERSON COUNTY January 12, 2016

The Personnel Board of Jefferson County met on Tuesday, January 12, 2016. Present at the meeting was 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; and Cynthia Holiness, Business Office; Theo Lawson, Counsel for Jefferson County; Alton Parker, Counsel for the Greater Birmingham Humane Society; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

I. OPENING REMARKS

Chairman L. Kenneth Moore opened by welcoming the assembly, and then extended the floor to Mr. Oliver for operational updates.

II. OPERATIONAL UPDATES

Personnel Director: Mr. Oliver reported that in December 2015 the Board conducted ongoing recruitment for thirty-one (31) Merit System job classes and received four hundred and eight (408) applications. The Board placed two hundred forty-seven (247) individuals on registers. The Board released ten (10) new registers with a total of two hundred thirty-one (431) qualified individuals for employment consideration within the jurisdictions. Another sixteen (16) qualified applicants were placed on eight (8) registers for difficult to recruit for job classes. Registers released in December 2015 included Public Works Director III, Corrections Supervisor, and Computer Operator II. The Board received ninety (90) new requests to fill a total of two hundred eight (208) vacancies in the Merit System. Seventy-nine (79) of these requests (88%) were processed immediately, and the remaining eleven (11) requests (12%) were sent to Employment Testing and are at varied stages of the register development process. Ninety-five (95) certificates were issued in December 2015 to provide qualified personnel to fill vacancies in fifty-nine (59) Merit System job classes. Mr. Oliver

stated that certifications have been issued consistently within the Board's well-established turnaround period of less than 1 day.

The Personnel Board's business systems function processes a variety of personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums). In December 2015, seven hundred sixty-nine (769) personnel actions were processed. Year-to-date the Board has processed eight thousand four hundred thirty-seven (8,437) personnel actions. The Board also processed six thousand twenty-nine (6,029) payroll records in December 2015, bringing the year-to-date total to one hundred thirty-three thousand, five hundred sixty-seven (133,567) payroll records. The Board also conducts audits of payroll records, and in December 2015, audited three thousand eight hundred seventy-five (3,875) individual payroll records, bringing the year-to-date total to twenty-seven thousand sixty-five (27,065).

In December 2015, the Personnel Board delivered training to one hundred forty-six (146) Merit System employees in a variety of courses ranging from business software to supervisory skills. This brings the year-to-date total of employees trained to three thousand three hundred sixty-four (3,364).

Deputy Director: Jeff Crenshaw reported that over the past month the Administration team has been meeting to finalize organizational goals for 2016. Managers and departments are in the process of establishing project timelines and identifying needed resources to accomplish the outlined goals. Additional information on specific projects will be presented throughout the course of the year to keep the Board apprised of progress.

Dr. Crenshaw reported that the Information Services department has continued its work to enhance the Personnel Board's technological infrastructure and its information systems. The IT unit completed the transition of the Board's traditional phone system to a voice of IP system. The new system has a number of enhanced features including integrated voice, video, conferencing, phone portability and service mobility, and integration with other applications. The new system also results in a substantial cost savings to the Board. The department is also in the testing phase of the Info (Lawson) HR Management System upgrade. Once the testing is complete, staff will

implement migration of the system to software as a service model.

Dr. Crenshaw also reported that the Training & Development department's three new trainers are in the midst of an intense three-month training and orientation process. They are working to quickly get up to speed on the content of the training courses offered at the Personnel Board. Each trainer has taught a class within the last week and all received stellar evaluations from the participants. Dr. Crenshaw stated that the current MPACT group met at Ruffner Mountain last month to cover the topic of Accountability. The Board thanked Ruffner Mountain for use of their facility at no cost to the Board. In February, MPACT be held at McWane Science Center and the primary topic will be persuasion. Finally, Training & Development is in discussions with Jefferson County Board of Equalization, Birmingham Information Technology, and Jefferson County Department of Health to provide specialized sessions for them over the next couple of months.

Employment Testing: Brian Bellenger reported that as of January 12, 2016, there are 27 job classes being studied in order to create new eligible lists. Eleven of these jobs are requests received during the month of December, and eight additional requests have been received thus far in January 2016. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for 14 jobs. The remaining thirteen jobs have been sent to Applicant Services and are in some phase of announcement and application screening.

The department is working to recruit qualified applicants and/or establish new registers for 11 additional jobs that are specifically for Jefferson County as part of the Receivership. Testing and Applicant Services are splitting the responsibilities for posting and screening the applications for these jobs. Testing released one register in December 2015 from this group, screening 281 applications and placing 21 individuals on the register.

Dr. Bellenger informed the Board that Assessment and Development Specialists, Dale Frey, has resigned in order to serve as the new Test Administration and Assessment Coordinator for Jefferson County's testing department. Dr. Bellenger wished Mr. Frey the best in his new role and expressed confidence that he will be an asset to the Receiver. Efforts are underway to replace Dale and the Board will be kept apprised on progress in filling the vacancy.

Applicant Services: Guy Dewees reported that since the last Board meeting, the majority of recruiting activity has been focused on positions in Healthcare, Information Technology, and Skilled trade types of positions.

For Skilled Trade positions, staff researched possible feeder classes with the Merit System and developed flyers to be posted in the related work areas for those employees. Job information was posted on Twitter, Craigslist, and Facebook. Recruiters also visited local auto shops to make those employees aware of job openings.

For Healthcare positions, applicants from previous registers were contacted and encouraged to apply to the current announcement. Applicants who had not fully completed applications for the current announcement were also contacted and encouraged them complete the process. Postings on national professional association websites continued and recruiters continued to network and source on LinkedIn.

For Information Technology positions recruiting staff collaborated with employees at a local IT startup company for networking purposes as well as to discuss possible future career paths into the Merit System. Staff also posted, networked, and sourced on LinkedIn.

Since the last meeting, recruiters have attended two events: the Alabama Fire College, where they met with self-sponsored students as well as interested high school students; and the Building a Workforce Pipeline: Connecting Graduates to Jobs workshop that was held at the Birmingham Business Alliance.

Employee Services: Kim Kinder reported that for routine monthly processing, the Classification and Compensation Department reviewed and approved eleven (11) advanced step requests, processed thirteen (13) certification requests for new positions and reviewed four (4) premium pay requests, of which two (2) were approved and two (2) were denied due to the education not being job related.

Ms. Kinder reported that during the month of November, the Employee Relations Department received notification of eleven (11) suspensions and three (3) written warnings. The Department conducted two (2) pre-hearing conferences and one (1) hearing was held. The Board received one (1) executed settlement agreement and one (1) joint motion to stay, both of which are on today's agenda.

Ms. Kinder reported that the Board is currently conducting a pilot of the Talent Management and Performance (TMAP) system with the City of Vestavia. The pilot began November 16, 2015 with Vestavia reviewing the job competencies for each job and adding competencies as needed. During this phase, there were no major issues identified and the City is now in the second phase that involves each employee completing self-evaluations. Based on feedback from Vestavia, any changes that are necessary will be made in the next couple of weeks so that the pilot can continue with supervisors rating their employees. It is anticipated that testing will be completed by the middle of January 2016.

Ms. Kinder stated that there is a Communications Committee meeting scheduled for Thursday, December 10, 2015 at 9:00 in the Spark Learning Center. The Committee has been asked to bring issues from their employee associations that they wish to discuss. In addition, the Committee will share information from the November CSC Meeting and the TMAP Pilot. Confirmation of attendance has been received from the Jefferson County Employees Association, the Birmingham Firefighters Association, the Jefferson County Fire Chiefs Association, the Birmingham Federal Order of Police, the Sheriff's Department, the Birmingham Area Municipal Administrators group (Public Works), and the Municipal Clerk's Association. Jurisdictions represented include Birmingham, Gardendale, Homewood, Jefferson County, Leeds, Midfield and Tarrant.

Business Office:

The financial report as of the end of December 2015 indicates that the Board has expended approximately \$1.6 million dollars and has \$1.3 million dollars in open purchase orders. Of the \$1.6 million dollars that have been expended, \$1.3 million dollars were expended in salaries and fringe benefits; \$57 thousand dollars for maintenance support for IT and the second floor Testing equipment; \$12 thousand dollars for legal services; \$14 thousand dollars for online testing

assessments; \$23 thousand dollars for advertising of Merit System positions; \$48 thousand dollars for hotel accommodations for volunteer Testing assessors; \$24 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 \$26 thousand dollars in other items such as meals for volunteer assessors and office supplies. The Board has committed approximately 30% of its \$10 million dollar budget.

III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on December 8, 2015. (Motion made by L. Washington and Seconded by A. Florie)

- b) The Board authorized a renewal of the Public Officials and Employment Practices Liability Policy for the Personnel Board. The purpose of this renewal is to secure employee practice liability insurance from Hiscox USA for the Personnel Board for the year 2016-2017. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker, the Personnel Board was able to obtain the same coverage at a slightly lower premium. Last year's premium was \$15,239. The proposal received from Hiscox USA is \$14,927 (plus 1% of the premium for terrorism coverage). In addition, the County's brokerage firm does not charge a commission. The current policy will expire on January 31, 2016. The renewal policy period (as specified in the contract) is January 31, 2016 through January 31, 2017. (Motion made by L. Washington and Seconded by A. Florie)

- c) The Board approved the allocation of Personnel Board expenditures of \$8,804,760.77 for fiscal year 2015. The 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 2015 were \$8,804,760.77 which is \$1.4 million dollars under budget due to the following:
 1. Five vacant positions were not filled in FY 2015, but will be filled or are already filled in this fiscal year.
 2. Capital outlays were under budget by \$100,000. Projections were higher than actual expenditures.

3. Contractual maintenance agreements were under budget by \$145,000 due to several 2015 agreements (PeopleAdmin & Perceptive Software) being paid out of FY 2016 budget rather than FY 2015 budget. With the County's new financial system, there were delays in releasing payments to vendors.

Jefferson County Finance Department will invoice the various jurisdictions for the total billable FY 2015 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)

- d) The Board authorized a contract between the Personnel Board of Jefferson County and Knight Eady Sports Group, LLC. to sponsor 2016 Alabama High School Athletic Association Basketball and Football championship events. A substantial majority of Merit System positions require a high school diploma. With limited available time during school hours and rapidly changing interests and media trends, reaching high school students can be challenging. However, high school sporting events regularly attract large numbers of students, teachers, parents, and relatives with championship-level games alone attracting over 300,000 attendees in Alabama during 2015.

Knight Eady Sports Group is the strategic marketing and event management partner for the Alabama High School Athletic Association and has exclusive rights to the state basketball and football championship games. Sponsorship of these events will give the Board the opportunity to reach thousands of diverse high school students as well as their parents and other fans. The 2015 state football championships (seven games) attracted over 60,000 fans and the basketball championships (56 games) attracted over 65,000 fans. Additionally, the AHSAA website received over 335,000,000 hits from February through May 2015.

Sponsorship includes, but is not limited to, on-site booth at basketball and football state finals, the JobsQuest logo and web address on the AHSAA website, video scoreboards, ribbon boards and electronic courtside boards, and social media activation on Twitter and Facebook. This contract also includes an on-site booth at the AHSAA Summer Conference. The conference

averages over 4,000 school administrators, teachers, and coaches in attendance from across the state. The contract term is one year, and the contract is not to exceed \$12,500. (Motion made by L. Washington and Seconded by A. Florie)

- e) The Board approved a contract between the Personnel Board of Jefferson County and the McWane Science Center. The PBJC Training and Development department is hosting session five of its MPACT program on February 10, 2016. MPACT stands for Managers Preparing to Accomplish Change Today. It is a middle management training program for 24 Merit System employees. The McWane Science Center has agreed to host this training session at their location in the Regions Room and Rushton Theater. The space is being provided by McWane Center at no cost; only a cleanup fee of \$100 is required. (Motion made by L. Washington and Seconded by A. Florie)
- f) The Board approved the creation of a new job class of Oncology Nurse Practitioner for Jefferson County (Cooper Green Mercy Health Services). The purpose of this class is, under the guidance of the Oncologist, to provide oncological and hematological diagnostics and treatments. Work is performed with a moderate degree of latitude and discretion, while maintaining strict compliance within the Nurse Practitioner's scope of practice. Market data and/or internal comparisons for an Oncology Nurse Practitioner suggest an average rate of pay of \$93,958. The new class, Job Code 7031, Oncology Clinical Nurse Practitioner, has a pay grade of 33 and a salary range for Jefferson County of \$76,315 - \$118,331. (Motion made by L. Washington and Seconded by A. Florie)
- g) The Board approved an *amendment* to the contracts between Jefferson County and:
 - 1. American Healthcare Resources
 - 2. AMT Medical Staffing

Jefferson County utilizes these contracts to provide temporary personnel as needed due to extended sick and vacation leave of critical positions, temporary vacancies when Merit System individuals are not immediately available and when it has been determined, with Personnel Board approval, that the demand for services does not support full or part-time employment.

The Personnel Board has approved contracts with vendors for similar services since 2009 and approved a contract with American Healthcare Resources on November 18, 2014 in the amount of \$200,000, and a contract with AMT Medical for \$500,000. This contract amendment will decrease the maximum compensation for both contracts to \$300,000 and change the contract end date to January 16, 2017. This is a 57% reduction from the previous contract period and the County indicates that the use of temporary service contracts will continue to decrease. The contract amendment was approved based on the sporadic and limited nature of the services being performed. (Motion made by L. Washington and Seconded by A. Florie)

- h) The Board approved a contract between Jefferson County and the Greater Birmingham Humane Society. The County desires to continue contracting with the Greater Birmingham Humane Society (GBHS) to provide animal control services including animal pick-up and shelter facilities. After months of discussion, meetings and fact gathering, a one year contract for identical services was approved by the Board at the October 13, 2015 Meeting (contract summary is attached). That contract expires January 31, 2016.

The cost of the contract between Jefferson County and the GBHS is not to exceed \$450,000 plus the amounts to be billed for services related to other municipalities and reimbursed to the County. This is the same financial arrangement that was approved by the Board on October 13, 2015. Based on the 2015 Summary of Charges from GBHS, the net total that Jefferson County paid to the GBHS was \$422,355.25, which is less than the \$450,000 limit indicated in the contract. The total cost of the contract for 2015 was \$711,058.50. In the contract submission that the Board approved in October 2015, the County projected in-house annual operating costs at \$921,354. Using these figures, the annual savings (operating costs only) to the County is \$210,295.50. The contract was approved given the economic climate of the County's current state and taking into account the potential cost savings to the County. The approval is **conditioned** upon the County's timely submission of monthly usage/expenditure reports to the Personnel Board. (Motion made by L. Washington and Seconded by A. Florie)

- i) The Board approved the City of Trussville's resolution for Longevity pay to recognize

employees for their long-term service. An eligible employee who has at least 5 years of total service shall receive a lump sum payment. Longevity pay under this resolution will be paid for the period October 1, 2014 through September 30, 2015 and a one-time payment will be made in December 2015. There is an election this year at the City; consequently, the Resolution is presented for approval pursuant to §12. (Motion made by A. Florie and Seconded by L. Washington)

- j) The Board approved the request from the Jefferson County Sheriff's Office for Extended Administrative Leave with Pay for Verlita Clifton, Driver/Messenger. (Motion made by A. Florie and Seconded by L. Washington)

- k) The Board upheld the Director's Determination in the appeals filed by Police Sergeants Randy Martinez and Greg Brundage. Sgt. Brundage and counsel, Scott Morro, Esq., addressed the Board. Lorren Oliver, Personnel Director, stated that Sgt. Brundage requested a review of his test and that a review has been conducted. Sgt. Brundage also requested feedback on his performance; Dr. Bellenger stated that such feedback is routinely provided to applicants, and that this information will be available in February 2016. The Board determined that the issues outlined by Sgt. Brundage and submitted by Sgt. Martinez are not appealable under Personnel Rule 9.12. (Motion made by L. Washington and Seconded by A. Florie)

IV. CONTESTED ITEMS

- a) Frederick Williams vs. City of Birmingham Museum of Art (DA-2015-2039-BH) – Hearing Officer Recommendation – Fredric Fullerton, Counsel for Respondent City of Birmingham, and Leslie Coyne, Counsel for the Personnel Board, addressed the Board. Attorney Coyne presented a summarization of the Hearing Officer's Recommendations and of the Complainant's Objections. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer's recommendation to terminate Complainant Fredrick Williams effective August 13, 2015. (Motion made by L. Washington and Seconded by A. Florie)

- b) City of Birmingham Department of Public Works vs. Frank Atkins (DA-2015-2028-BH) - Joint 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)

- c) Jerry Artis vs. City of Birmingham Department of Public Works (DA-2015-2037-BH) – Joint Motion to Dismiss Appeal and 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

Jeff Crenshaw informed the Board that the Independent Contractor Policy has been distributed to the jurisdictions and that meetings are scheduled with the municipal employees and the members of the Birmingham Area Municipal Association (BAMA) to field any questions they might have about the policy.

- a) The PBJC Training and Development department hosted session four of its' MPACT program on January 6, 2016. MPACT stands for Managers Preparing to Accomplish Change Today. It is a middle management training program for twenty-four (24) Merit System employees. The January 2016 topic was Accountability, and Ruffner Mountain Nature Preserve agreed to host this training session at their location in the Treetop Training Room, *at no cost* to the Personnel Board (i.e., the contract is a zero-cost contract).

- b) Provisional Appointments
 - 1. Shameika Coleman Center Point Sr. Recreation Leader Approved
 - 2. David Johnson Jr. Birmingham Parole/Probation Aide Approved
 - 3. Shanika Lawson Birmingham Parole/Probation Aide Approved
 - 4. Carmen Lewis Birmingham Parole/Probation Aide Approved

- c) Advance Steps

1. Barnes, Timothy	Skilled Laborer	Birmingham	Approved
2. Jr. Menefee, Stanley	Skilled Laborer	Birmingham	Approved
3. Sumpter, Laquesha	Skilled Laborer	Birmingham	Approved
4. Wingo, Joshua Kye	Sr. Maint Rpr Wrkr	Birmingham	Approved
5. Elam, Csilla	Pub Hlth Lang Wrkr	Health Dept.	Approved
6. Bonham, Micah	Hwy District Supt	Jefferson County	Approved
7. Calvert, Jeffrey	Facilities Manager	Jefferson County	Approved
8. Kennedy, Jimmy	Systems Analyst	Jefferson County	Approved
9. King, Sonya	HR Planner	Jefferson County	Approved
10. Riley, John	Public Works Supv	Jefferson County	Approved
11. Robb, Ronald	Facilities Manager	Jefferson County	Approved
12. White, William	Maint Rpr Wrkr	Jefferson County	Approved

d) December Board Bi-monthly Expenditure Report

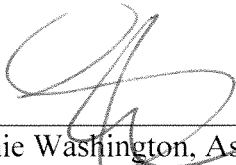
VI. EXECUTIVE SESSION

No Executive Session was held.

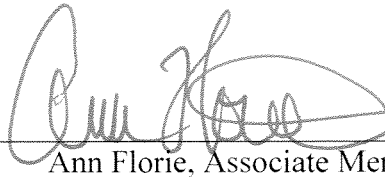
There being no further business, the meeting was adjourned at 2:39 p.m.



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