



# Personnel Board of Jefferson County

The Foundation of Your Merit System Career

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## MINUTES OF MEETING OF THE PERSONNEL BOARD OF JEFFERSON COUNTY February 9, 2016

The Personnel Board of Jefferson County met on Tuesday, February 9, 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; and Cynthia Holiness, Business Office; Theo Lawson, Counsel for Jefferson County; 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 January 2016 the Board conducted ongoing recruitment for forty-six (46) Merit System job classes and received three thousand six hundred fifty-nine (3,659) applications. The Board placed seven hundred ninety-four (794) individuals on registers. The Board released eight (8) new registers with a total of seven hundred seventy (770) qualified individuals for employment consideration within the jurisdictions. Another twenty-four (24) qualified applicants were placed on nine (9) registers for difficult to recruit for job classes. Registers released in January 2016 included Police and Sheriff Sergeant, Lieutenant and Captain, as well as Disease Intervention Program Supervisor. The Board received one hundred twenty-three (123) new requests to fill a total of three hundred six (306) vacancies in the Merit System. One hundred five (105) of these requests (85%) were processed immediately, and the remaining eighteen (18) requests (15%) were sent to Employment Testing and are at varied stages of the register development process. One hundred sixty-six (166) certificates were issued in December 2015 to provide qualified personnel to fill vacancies in eighty-eight (88) Merit System job classes.

The Personnel Board's business systems function processes a variety of personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums). In January 2016, seven hundred ninety-five (795) personnel actions were processed. The Board also processed sixteen thousand, eight hundred ninety (16,890) payroll records in January 2016. The Board also conducts audits of payroll records, and in January 2016, audited two thousand five hundred thirty-three (2,533) individual payroll records.

In January 2016, the Personnel Board delivered training to three hundred sixty-four (364) Merit System employees in a variety of courses ranging from business software to supervisory skills.

**Deputy Director:** Jeff Crenshaw reported that over the past month Information Services has completed the testing of the upgrade to the Infor (Lawson) HR Management System (HRMS). The department is in the process of migrating the system to a "software as a service" model. In order to effect this migration and perform appropriate testing, the Board's HRMS must be shut down for approximately 2 weeks. The Personnel Board projects the system being brought back up the week of February 22, 2016. Once the migrated system is implemented, the department will work to ensure all personnel actions needed during this period are executed.

Dr. Crenshaw announced that the Personnel Board's Training & Development Department was named a 2016 Leadership Excellence Award Winner. "The Leadership Excellence Awards showcase the world's most effective, leading-edge, and highly valuable leadership programs," (Debbie McGrath, Editor HR.com). The Personnel Board placed in the top 15 in all three categories for which it was nominated, including:

- Best Corporate University – Ranked 8<sup>th</sup> nationally (highest ranked government agency)
- Best Experienced/Senior Leaders Program – Ranked 14<sup>th</sup> nationally
- Best Use of Classroom and Traditional Training – Ranked 8<sup>th</sup> nationally (highest ranked government agency)

The Personnel Board acknowledged and recognized each member of the Training & Development Department and thanked them for their efforts and dedication to the development and betterment of the Merit System's workforce.

**Employment Testing:** Brian Bellenger reported that as of February 9, 2016, there are thirty-one (31) job classes being studied in order to create new eligible lists. Eighteen (18) of these jobs are requests received during the month of January 2016, and one additional request has been received thus far in February 2016. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for seventeen (17) jobs. The remaining fourteen (14) jobs have been sent to Applicant Services and are in some phase of announcement and application screening. The department is also working to recruit qualified applicants and/or establish new registers for eight (8) additional jobs that are specifically for Jefferson County as part of the Receivership.

Testing and Applicant Services are currently sharing the responsibilities for posting and screening the applications for a small subset of jobs. Testing released five (5) registers in January 2016, screening one thousand three hundred two (1,302) applications and placing six hundred seventy-seven (677) individuals on the register.

The department is currently conducting job analyses for two hundred thirty-seven (237) job classes in preparation for the 2016-2017 annual survey and developing new minimum qualifications for two hundred seventy-three (273) jobs that are part of the current 2015-2016 survey. Staff is also preparing for the Public Works and Clerical series promotional tests for this spring, and the Board is accepting applications for Firefighter and Police Officer. Test Development for the Fire Promotional series will begin on February 22, 2016 in preparation for September 2016 examinations.

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

For Public Safety position, the Board provided information to six (6) Alabama state career centers, and posted to Facebook, twitter, and Craigslist. The Board also transitioned the billboard from the general branding vinyl to the Firefighter vinyl.

For Information Technology positions, recruiters continued to source, network, and post on LinkedIn. The Board communicated with the program director of Depot U at Innovation Depot to create awareness of the Board's need amongst the students in that program.

For Skilled Trade positions, recruiters posted on Twitter and Craigslist and contacted Construction Management Tech program directors at four area community colleges. The Board networked with Merit System Building Inspectors and also networked with individuals at two local chapters of electrical worker unions.

Since the last meeting, recruiters have attended career events at Auburn University, University of Alabama in Huntsville, Alabama A&M, and an event hosted by the West Alabama State Career Center that was targeted to mine and steel industry workers. On February 9, 2016, recruiters attended Gadsden State Community College and the University of West Alabama.

**Employee Services:** Kim Kinder reported that for the month of January 2016, the Classification and Compensation Department reviewed and approved eight (8) advanced step requests, processed twenty (20) certification requests for new positions and approved four (4) premium pay requests. The Employee Relations Department received notification of five (5) appeals, twenty-three (23) suspensions, three (3) terminations and thirteen (13) written warnings. The Employee Relations Department conducted two (2) pre-hearing conferences and three (3) hearings were held. The Board received one (1) executed settlement agreement.

For the 2015-2016 Classification Survey, a Survey panel made up of Managers from the different departments of the Personnel Board met Monday, February 8, 2016 to discuss recommendations from the job audits that were conducted in December 2015 and January 2016. The panel reviewed information on twenty (20) positions due to the duties submitted or the comments received from employees and managers. The initial survey recommendations will be available to employees on February 24, 2016. If an employee disagrees with the job class recommendation, he/she may submit an appeal through March 11, 2016. The Board will address each appeal and post appeal determinations will be available April 15, 2016. Final recommendations are planned to be presented

to the Board at the May 10, 2016 Board Meeting.

Meetings were held on January 27, 2016 and January 28, 2016 to discuss the newly approved contract submission policy. Approximately fifty (50) individuals attended from various jurisdictions including Birmingham, the Health Department, Jefferson County, Midfield, Mountain Brook, and Vestavia. Several issues were discussed including the Board's involvement in the bid process, the need for liability to be on the contractors, the public bid law, funding non-profits, purchase orders and other topics. The Board is currently reviewing the information from these meetings and will be developing an approach to examine contracts throughout the Merit System with plans to further communicate with jurisdictions.

**Business Office:** Cynthia Holiness reported that as of the end of January 2016 the Board has expended approximately \$1.9 million dollars and has \$1.3 million dollars in open purchase orders. Of the \$1.9 million dollars that have been expended, \$1.5 million dollars were expended in salaries and fringe benefits; \$75 thousand dollars for maintenance support for IT and the second floor Testing equipment; \$16 thousand dollars for legal services; \$14 thousand dollars for online testing assessments; \$24 thousand dollars for advertising of Merit System positions; \$48 thousand dollars for hotel accommodations for volunteer Testing assessors; \$32 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 \$89 thousand dollars in other items such as copier rentals, meals for volunteer assessors and office supplies. The Board has committed approximately 31% of its \$10 million dollar budget.

### III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on January 12, 2016. (Motion made by A. Florie and Seconded by L. Washington)
- b) The Board authorized the disposal of inoperative equipment. The Personnel Board of Jefferson County has identified inactive equipment and office supplies as inoperable and/or insufficient for the current technological environment within the Personnel Board. It is recommended that Jefferson County Purchasing Agent be authorized to dispose of the attached list of assets at the

Jefferson County Auction scheduled in March 2016. (Motion made by L. Washington and Seconded by A. Florie)

- c) The Board approved a contract between the Personnel Board of Jefferson County and the Birmingham Barons, LLC. Birmingham Barons games at Regions Park have attracted the largest crowds in the Southern Minor Baseball League for the last four years and second largest crowds for all Double-A teams nation-wide for 2015. During the Board's contract with the Barons last year, the 2015 season realized a total attendance of 444,639 (6,352 average per game). Additionally, thirteen (13) games were sold out during the season. The games attract a wide variety of demographics including race, gender, age, income, and education. The location of Regions Field is easily accessible from all areas of the metropolitan area with over 127,000 individuals coming from outside of the seven-county metro area during the 2015 season.

A survey conducted on new hires in June 2015 showed that 24% of new hires indicated that they were aware of the Board's Sponsorship less than two months into the contract last year. Another survey conducted more recently on Police Officer/Deputy Sheriff applicants showed that 34% of those individuals intend to attend a Baron's game within the next 12 months. The contract services to be provided are:

- \$15,000 One (1) 7' x 20' outfield fence sign
- \$4,000 Front Inside Cover color advertisement in 2016 souvenir program
- \$2,000 One (1) :30 Radio Commercial for 140 games (each broadcast home and away games)
- \$5,000 Sponsor Emergency Responders Night (Friday, May 20, 2016)
- \$1,000 Barons.com Weblink

The contract term is April 7, 2016 to September 5, 2016, and the total cost of the contract remains the same as last year – not to exceed \$27,000. (Motion made by L. Washington and Seconded by A. Florie)

- d) The Board approved the request from Jefferson County Cooper Green Mercy Health Services to create the new class of Clinical (Psychiatric) Social Worker. The new class is to provide professional clinical counseling to a diverse population of mentally ill or emotionally disturbed clients in a mental health clinic. The Clinical Social Worker reports directly to the Psychiatric/Mental Health Nurse Practitioner who provides broad guidance and direction.

Market data for a Clinical Social Worker Services suggests an average rate of pay of \$55,944. Recommend approval to create a new class, Clinical Social Worker, with a proposed pay grade for Jefferson County of G-23 and a salary range for Cooper Green Mercy Health Services of \$46,862 - \$72,613. (Motion made by L. Washington and Seconded by A. Florie)

- e) The Board approved a request from the City of Birmingham to create the position of Director of Mobile Equipment in 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 the position. It is recommended that the Personnel Board of Jefferson County approve the City of Birmingham's request to appoint the position of Director of Mobile Equipment to the Exempt Executive Service. (Motion made by L. Washington and Seconded by A. Florie)

**In one vote**, the Board approved the contracts referenced in items *f and l* (Motion made by L. Washington and Seconded by A. Florie)

- f) The Board approved a contract between the City of Birmingham and the U.S. Department of the Interior (U.S. Geological Survey-USGS). The City of Birmingham requested to enter into a joint-funding agreement with the United States Department of the Interior (United States Geological Survey - USGS) to continue its operation and maintenance of various continuous-record streamflow gaging stations located in the Birmingham area. USGS will provide the City with operation and maintenance of stream gaging stations, including monitoring of water temperature and specific conductance, precipitation gages and extended flow rating to compute streamflow over a range of flow conditions. A similar contract for these services for the City of Birmingham was approved by the Board on September 9, 2014 for the period of October 1, 2014 to September 30, 2015. The total cost of the contract is \$54,745.00, with the

City of Birmingham paying \$31,225.00 and the USGS paying the remaining \$23,520.00. The current contract term is October 1, 2015 to September 30, 2016. Based on the required specialization and scientific knowledge of the services provided, the fact that the services are customarily performed by contractors and the fact that the equipment is owned and operated by USGS, the agreement was approved.

- g) The Board approved a contract between the City of Birmingham and the Water Works and Sewer Board of the City of Birmingham. The Water Works Board will provide water sampling tests in their USEPA/ADEM-certified EnviroLab. EnviroLab works with sensitive, sophisticated instruments to assess the quality of the water supply. The tests shall include Inorganic, Organic and microbiological testing of storm water samples collected by Merit System employees in sample kits provided by The Water Works Board. The term is August 19, 2015 to August 18, 2016 and is automatically renewed unless terminated by either party. The cost is not to exceed \$37,027.00. A similar contract was approved by the Personnel Board on September 9, 2014. Based on the fact that there is no existing Merit System classification that performs the work to be provided and that the City of Birmingham does not have and should not be expected to possess the facilities to perform the water testing, the contract was approved. (Motion made by L. Washington and Seconded by K.L. Moore; A. Florie abstained)
- h) The Board approved a contract between the City of Homewood and Hunter Simmons. Mr. Simmons will provide the City with a geodatabase of all features used by Homewood 911 and will maintain the GIS data (streets and addresses). Mr. Simmons will conduct quarterly site visits to update GIS data (street centerlines and address points) into the New World system. The City of Homewood indicates that the services are sporadic and limited in nature. The services will be provided a total of 125 hours/year. This is 6% of a full time equivalency. The cost of the contract between the City of Homewood and Hunter Simmons is \$12,500 for one year. Based on the sporadic and limited nature of the services provided, the contract was approved (Motion made by L. Washington and Seconded by A. Florie)
- i) The Board approved a contract between the Jefferson County Sheriff's Office and Mr. Roger



Tyree. The Jefferson County Sheriff's Office (JCSO) offers GED classes, GED examinations and a law library to inmates at the Birmingham and Bessemer jails. JCSO desires to continue the provision of these services and requests to enter into a contract with Mr. Roger Tyree to provide inmate education services and maintain the inmate law library. The contractor will work a total 36 hours per week, with 20 hours devoted to education-related tasks and the remaining 16 hours devoted to maintaining the law library. The contracted services are for 48 weeks, effective January 1, 2016 and ending December 31, 2017. Based on the information provided by the Jefferson County Sheriff's Office, the fact that there is no existing job class that performs the necessary educational services and the cost savings to be realized by contracting for the services, the contract was approved. (Motion made by A. Florie and Seconded by L. Washington)

- j) The Board approved a contract between Jefferson County and Jefferson-Blount-St. Clair Mental Health (JBS). While this contract is effective October 1, 2015 and was approved by the Jefferson County Commission on August 13, 2015, it is important to note that it was not submitted to the Board until December 18, 2015. The Board has approved contracts with Jefferson-Blount-St. Clair Mental Health (JBS) in the past with the most recent being approved on November 18, 2014, wherein the Board requested that future contracts be submitted to the Board prior to execution (copy attached). JBS will provide mental health services to Family Court, including screening and assessment, psychological evaluations, mental health consultations with County staff for emotionally and/or behaviorally disturbed children. JBS is a regional, public, nonprofit corporation established under Act 310 of the 1967 Alabama Legislature. As an Act 310 Board, designated as a regional authority by the State Department of Mental Health, JBS is authorized to receive state, local and other monies. The services in this contract are essentially identical to the services in the last contract the Board approved and the amount is slightly lower. The cost of this contract between Jefferson County and JBS is \$137,200 for the first year, \$145,200 for the second year and \$148,000 for the third year. All of these are less than the previous contract costs of \$159,900/year for the same services. Due to JBS being the "Authority", JBS is authorized to receive Medicaid funds that the County could not receive. Based on the information and representations presented in the County's submission, including the fact that these services are

customarily contracted out and taking into account the economic considerations and potential cost savings, the contract was approved. (Motion made by L. Washington and Seconded by A. Florie)

k) The Board approved the following contracts between Jefferson County (Community and Economic Development) and:

1. UAB Board of Trustees (TASC Juvenile Drug Court) - This is an agreement between UAB TASC and Jefferson County's Juvenile Drug Court. UAB TASC is the designated Community Corrections Program for Jefferson County, Alabama, by resolution adopted by the Jefferson County Commission, September 6, 1994. TASC provides community-based alternatives to offenders who would otherwise be incarcerated. This is the second year of the contract (grant), which 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 cost of the services is \$293,868.00 and the contract term is September 30, 2015 to September 29, 2016. Funding is provided through a Federal grant. UAB TASC prepared the grant, however, pursuant to the Alabama Community Punishment & Corrections Act, they could not apply for the funds. Therefore, Jefferson County is accepting the grant funds, and through this contract, allocating the money to UAB TASC. Based on the fact that only 35% of the contract costs are allocated to staffing and the fact that UAB TASC is the Community Corrections Program for the County pursuant to the Alabama Community Punishment & Corrections Act, the contracts are recommended for approval.
2. UAB Board of Trustees (TASC Family Drug Court) - This is an agreement between UAB TASC and Jefferson County's Family Drug Court. UAB TASC is the designated Community Corrections Program for Jefferson County, Alabama, by resolution adopted by the Jefferson County Commission, September 6, 1994. TASC provides community-based alternatives to offenders who would otherwise be incarcerated. This

contract would renew annually and provide residential treatment services for women and children, peer recovery support services and a project team to guide planning, implementation and monitoring of effectiveness. The cost of the contract between Jefferson County and UAB TASC is \$309,691.00 for the period September 30, 2015 to September 29, 2016. Funding is provided through a Federal grant. UAB TASC prepared the grant, however, pursuant to the Alabama Community Punishment & Corrections Act, they could not apply for the funds. Therefore, Jefferson County is accepting the grant funds, and through this contract, allocating the money to UAB TASC. Based on the fact that only 56% of the contract costs are allocated to staffing and the fact that UAB TASC is the Community Corrections Program for the County pursuant to the Alabama Community Punishment & Corrections Act, the contracts are recommended for approval.

3. There are two agreements between UAB Board of Trustees (TASC) and Jefferson County for the adult drug program. UAB TASC is the designated Community Corrections Program for Jefferson County, Alabama, by Resolution adopted by the Jefferson County Commission, September 6, 1994. TASC provides community-based alternatives to offenders who would otherwise be incarcerated. These contracts would renew annually through 2018 and provide treatment for opioid, alcohol and drug addiction, cognitive behavioral interventions for medium to high risk offenders, strive to reduce recidivism, develop a management information system to monitor program effectiveness and enhance services.

A. UAB Board of Trustees	\$312,001.00
B. UAB Board of Trustees	\$ 88,351.00

The total costs of the contracts between Jefferson County and UAB TASC is \$400,352 for the period September 30, 2015 to September 29, 2016. Funding is provided through a Federal grant. UAB TASC prepared the grant; however, pursuant to the Alabama Community Punishment & Corrections Act, they could not apply for the funds. Therefore, Jefferson County is accepting the grant funds and through this contract, allocating the money to UAB

TASC. Based on the fact that only 45% of the contract costs are allocated to staffing and the fact that UAB TASC is the Community Corrections Program for the County pursuant to the Alabama Community Punishment & Corrections Act, the contracts were approved. (Motion made by L. Washington and Seconded by A. Florie)

- l) The Board approved a contract between Jefferson County (Environmental Services) and U.S. Department of the Interior (U.S. Geological Survey – USGS). Jefferson County requests to contract with the United States Department of the Interior (United States Geological Survey - USGS) to continue its operation of ten (10) continuous-record streamflow gaging stations with data collection platforms in Jefferson County. Services will include water quality monitoring of temperature, specific conductance and dissolved oxygen at seven (7) of the stations. The USGS leverages its resources and expertise in partnership with over 2,000 agencies. The contract term is October 1, 2015 to September 30, 2016. The total cost for the services is \$232,655. However, under the joint-funding agreement between Jefferson County and the USGS, the County would pay \$132,700. The USGS would pay the remaining \$99,955. Based on there being no Merit System classification with the special scientific knowledge and expertise required to perform the work, the fact that the County does not have the facilities/equipment to perform the work, and that these services are customarily contracted out, the contract was approved. (See item *f*)
  
- m) The Board approved a contract between Jefferson County (Environmental Services) and Garver, LLC. The scope of services within the contract include engineering evaluation and reporting on the condition of 153 existing sanitary sewage pump stations to include data gathering, assessment, prioritization, drawdown testing, arc flash analysis, forcemain analysis, rehabilitation/replacement planning, and preliminary pump station design. The cost is \$2,495,959.00 and the term is 415 days from date of execution. Based on the consideration given to the specialized knowledge, skills and abilities necessary, the fact that this is a one-time event and the fact that the services are customarily contracted, the contract was approved. (Motion made by L. Washington and Seconded by A. Florie)
  
- n) The Board approved a contract between Jefferson County (Roads and Transportation) and

CDG Engineers & Associates. CDG Engineers & Associates, Inc. will provide professional services for the design and production of complete resurfacing plans, a preliminary engineering report, geotechnical investigation and assistance with the bid opening for the pavement resurfacing and rehabilitation of Sicard Hollow Road from Blue Lake Road to Rex Lake Road. Contract term is six (6) months and the cost is \$169,606.00. The Personnel Board recently met with the Jefferson County Deputy County Manager and the Roads and Transportation Interim Director to discuss staffing plans for the Roads & Transportation Department. The goal of this meeting was to obtain an understanding of the County's plan regarding staffing within Roads & Transportation to accomplish repaving work with in-house staff. From those discussions, it is the understanding of the Personnel Board that the County desires to fill Merit System vacancies so that the majority of paving, and related services, can be completed in the Classified Service. The Board anticipates receiving from the County in the near future, a detailed plan to transition services from contractors to Merit System employees and a strategy to maintain an appropriate staffing level. The Board will continue discussions and follow up on the hiring of Merit System individuals. The contract with CDG Engineers & Associates, Inc. was *conditionally* approved based on the consideration given to the current lack of available staffing to perform the work and the limited time for this service. The condition to be met by the County is the development and submission of a detailed plan to transition services from contractors to Merit System employees and a strategy to maintain an appropriate staffing level for future repaving work. (Motion made by L. Washington and Seconded by A. Florie)

#### IV. CONTESTED ITEMS

- a) Michael Cook vs. City of Birmingham (Dept. of Public Works) (DA-2015-2043-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)
  
- b) Carol Dixon vs. City of Birmingham (Dept. of Community Development) (DA-2015-2033-

BH) - H. O. Report and Recommendation – Brian Kilgore, Counsel for the City of Birmingham; Roderick Walls, Counsel for Complainant Dixon; Ms. Carol Dixon; and Leslie Coyne, Counsel for the Personnel Board, appeared before the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer’s recommendation to terminate Complainant Carol Dixon effective June 30, 2015. (Motion made by L. Washington and Seconded by A. Florie)

c) Linda Maxine Wilson vs. Jefferson County (Tax Assessor’s Office) (DA-2015-2038-JC) - H. O. Report and Recommendation – Complainant Linda Wilson, Pro se; Theo Lawson, Counsel for Jefferson County; and Leslie Coyne, Counsel for the Personnel Board, addressed the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer’s recommendation to terminate Complainant Linda Wilson effective August 11, 2015. (Motion made by A. Florie and Seconded by L. Washington)

V. INFORMATION AND DISCUSSION ITEMS

- a) The Board acknowledged the “Agreement to Share Responsibilities” between the Jefferson County Commission and the City of Center Point.
- b) Pursuant to Rule 13, “Attendance and Leave”, of the *Rules and Regulations of the Personnel Board*, the Board acknowledged the City of Center Point’s resolution #2016-1 creating a “Voluntary Paid Time Off Bank Program” effective January 14, 2016. Pursuant to the policy, an employee may contribute unused accrued leave for use by other PTO Bank members in case of an emergency. It is the responsibility of the Appointing Authority to ensure that the policy can be systematically tracked and that vacation and sick time can be properly recorded. This policy will be kept on file at the Personnel Board.

c) Provisional Appointments

1. Katrina Drake	City of Birmingham	Parole/Prob Aide	Approved
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d) Advance Steps

1. Blackford, Paul	Police Officer	Birmingham	Approved
2. Eiland, Craig	Chief of Building Maint	Birmingham	Approved
3. Hicks, Anjanette	Payroll Manager	Birmingham	Approved

4. King, Dytricia	Skilled Laborer	Birmingham	Approved
5. Bailey, Lacey	Public Works Supervisor	Jefferson County	Approved
6. Postell, William	Street Paving Supervisor	Jefferson County	Approved
7. Sanders, Columbus	Zoning Inspector	Jefferson County	Approved
8. Shears, Samuel	WWTP Maint Worker	Jefferson County	Approved

e) January Board Bi-monthly Expenditure Reports

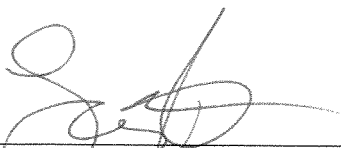
VI. EXECUTIVE SESSION

No executive session was held.

There being no further business, the meeting was adjourned at 3:35 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