



Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MINUTES OF MEETING OF THE PERSONNEL BOARD OF JEFFERSON COUNTY May 10, 2016

The Personnel Board of Jefferson County met on Tuesday, May 10, 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; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff. Also present were Alan Foster, Counsel for the City of Birmingham; Police Captain NaShonda Howard, City of Birmingham; Jay Murrill, Counsel for Jefferson County Sheriff's Office; and Scott Morro, Esq.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chairman L. Kenneth Moore opened by welcoming the assembly. The Chairman then convened the Public Hearing for the 2015-2016 Classification Survey. Jeff Crenshaw, Deputy Personnel Director, gave an overview of the process for administering the survey, the job classes addressed in the survey and the results thus far. He stated that the public hearing is an opportunity for Merit System employees to address the Board with any questions or issues regarding the Classification Survey. Two (2) employees addressed the Board: Allison Hill, Accounting Assistant II – JC; and Bridget Adams, Print Shop & Mail Room Supervisor – HD. With no other comments, the Chairman adjourned the public hearing.

The regular meeting of the Personnel Board convened immediately following the Classification Survey public hearing.

II. OPERATIONAL UPDATES

Personnel Director: Mr. Oliver reported that in April 2016, the Board conducted ongoing recruitment for thirty-nine (39) Merit System job classes and received two thousand eight hundred

twelve (2,812) applications. The Board placed three hundred fourteen (314) individuals on registers. The Board released seven (7) new registers with a total of two hundred eighty-two (282) qualified individuals for employment consideration within the jurisdictions. Another thirty-two (32) qualified applicants were placed on twelve (12) registers for difficult to recruit for job classes. Registers released in April 2016 included Database Administrator, Minute Clerk and Skilled Laborer. The Board received one hundred two (102) new requests to fill a total of two hundred thirty (230) vacancies in the Merit System. Eighty-one (81) of these requests (79%) were processed immediately, and the remaining twenty-one (21) requests (21%) were sent to Employment Testing and are at varied stages of the register development process. Ninety-six (96) certifications were issued in April 2016 to provide qualified personnel to fill vacancies in fifty-nine (59) 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 April 2016, one hundred sixty-four (164) personnel actions were processed. Year-to-date, one thousand fifty-six (1,056) personnel actions have been processed. The Board processed two thousand one hundred eighty-five (2,185) payroll records in April 2016, bringing the year-to-date total to twenty-two thousand, one hundred seventy-four (22,174). The Board also conducts audits of payroll records, and in April 2016, audited two thousand four hundred seventy (2,470) individual payroll records. Year to date, fourteen thousand one hundred six (14,106) payroll records have been audited.

In April 2016, the Personnel Board delivered training to four hundred forty-eight (448) Merit System employees in a variety of courses ranging from business software to supervisory skills. Year to date, one thousand four hundred thirty-seven (1,437) employees have attended training at the Board.

Deputy Director: Jeff Crenshaw reported that the Information Services Department recently completed the migration and upgrade of the Infor (Lawson) HR Management System. As part of the transition to the new system, a few issues have been encountered with access and approval process flow. The staff continues to work closely with Infor to resolve any issues as they arise. The Personnel Board has scheduled a meeting on May 16, 2016 to discuss any outstanding issues with Infor representatives. In the interim, the staff is making extra efforts to minimize the impact of any issues on our member jurisdictions.

Newly hired Application Developer, Kristen Hammack, was introduced to the Board. Ms. Hammack has a Bachelor's degree and a Master's degree in computer science, both from the University of Alabama at Birmingham. She has experience developing website and online applications as a graduate research assistant at UAB and has served as a teaching assistant for a number of college classes in the field of computer science. Ms. Hammack's position is a replacement within the Application Development unit of Information Services.

Employment Testing: Brian Bellenger reported that as of May 10, 2016, there are thirty-five (35) job classes being studied in order to create new eligible lists. Twenty-one (21) of these jobs are requests received during the month of April, and three (3) additional requests have been received thus far in May. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for sixteen (16) jobs. The remaining nineteen (19) jobs have been sent to Applicant Services and are in some phase of announcement and application screening.

Last month, written tests for Police Officer and Firefighter were administered. Five hundred sixteen (516) candidates completed the Police Officer exam, of which three hundred forty-three (343) passed. A total of seven hundred one (701) candidates completed the Firefighter exam, of which three hundred sixty-three (363) passed and will be invited to attend the structured interview on Thursday, May 19, 2016.

Dr. Bellenger informed the Board that vacancies in the department have been filled. He introduced Jody Lecheler as the new Assessment and Development Specialist. Ms. Lecheler is originally from Indiana where she received her Bachelor's degree from Ball State University. She obtained a Master's in Industrial/Organizational Psychology from Western Kentucky University. Ms. Lecheler comes to Personnel Board from a position with the Maryland Department of Transportation, and will be working on the Public Safety team.

Applicant Services: Guy Dewees reported that since the last Board meeting the majority of the department's recruiting activity has been focused on positions in Healthcare, Human Resources, and Skilled Trade positions.

For Healthcare positions, Recruiters networked through LinkedIn, the UAB School of Nursing, referrals from current employees and posted to professional association web sites. For Human Resource positions, Recruiters posted and networked on LinkedIn as well as professional association web sites and contacted individuals on previous and similar registers. Skilled Trade positions were posted on Twitter, Facebook, and LinkedIn and were sourced and networked through Indeed.com. Recruiters also contacted program directors at several local vocational and technical schools to inform them of the job openings.

Since last month's meeting, recruiters have attended career events hosted by the Birmingham Business Alliance, the Montgomery Job Corp, Huffman Academy, Oak Grove High School, Jefferson County DHR, University of North Alabama, Athens State, Miles College, as well as the Metro Area Job Fair held at the Gardendale First Baptist Church sponsored by Positive Maturity, the National Guard Reserve, and the Alabama Career Center. Recruiters are now preparing and organizing for First Responders Night at Regions Field with the Birmingham Barons, which will take place on Friday May 20, 2016.

Employee Services: Kim Kinder reported that for routine processing for the month of April 2016, the Classification and Compensation Department approved eleven (11) advanced step requests, denied two (2) advanced step requests, processed twenty-two (22) certification requests for new positions and approved eight (8) premium pay requests. The Employee Relations Department received notification of two (2) new appeals, twenty-one (21) suspensions, three (3) terminations and nine (9) written warnings. There were no pre-hearing conferences or hearings held. The Board received two (2) executed settlement agreements. One (1) case that the Board rendered an order as the final decision was appealed to Circuit Court.

In response to the Public Hearing for the Survey that was held May 10, 2016, all individuals that either appealed the recommendation or addressed the Board at the Public Hearing will receive correspondence regarding their concerns. The final recommendations for the 2015-2016 Classification Survey will be presented to the Three-Member Board in June 2016 for approval.

Business Office: Cynthia Holiness reported that as of the end of April 2016, the Board has expended approximately \$4.4 million dollars and has \$1.3 million dollars in open purchase orders.

Of the \$4.4 million dollars that have been expended, \$3.3 million dollars were expended in salaries and fringe benefits; \$188 thousand dollars for maintenance support for IT and the second floor Testing equipment; \$80 thousand dollars for legal and hearing officer services; \$84 thousand dollars for online testing assessments, IT Consultants and transcription services; \$76 thousand dollars for advertising of Merit System positions; \$69 thousand dollars for hotel accommodations for volunteer Testing assessors; \$15 thousand dollars for Public Officials and Employment Liability Insurance; \$76 thousand dollars for staff development, volunteer assessor travel and per diem; \$371 thousand dollars for lease payments to Jefferson County for the rental of office space in the 2121 Building, and \$177 thousand dollars in other items such as copier rentals, meals for volunteer assessors and office supplies. The Board has committed approximately 53% of its \$10 million dollar budget.

Staff has also begun the budget process for fiscal year 2017. One-on-one budget meetings with the Director were held. The budget process for 2017 will be completed by mid-May 2016; the budget information will be submitted to the Board Members for review at the end of May 2016; and the budget will be presented for approval during the June 2016 board meeting.

III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on April 12, 2016. (Motion made by L. Washington and Seconded by A. Florie)
- b) The Board authorized the Personnel Board's Professional Development policy and procedure. The purpose of this policy is to replace the Tuition Reimbursement policy created in 2004. The Tuition Reimbursement policy only covered reimbursement for academic study and/or technical/vocational training. The proposed policy expands coverage and establishes guidelines and procedures for the reimbursement of expenses related to continuing education and/or other professional development (e.g. undergraduate, graduate or advance degrees, professional certifications, other professional development and professional memberships) by eligible Personnel Board employees. (Motion made by L. Washington and Seconded by A. Florie)
- c) The Board approved the creation of two (2) new classes:
 1. Sewer Maintenance Superintendent. Results of the 2015-2016 Classification Survey suggest the creation of a new job class to manage the sewer maintenance activities of

Jefferson County. The purpose of this class is to direct and plan the administrative activities in the operation, construction, repair and maintenance of Jefferson County sewer collection systems. Market data for a Sewer Maintenance Superintendent suggests an average rate of pay of \$78,798. The new class, Job Code 3465, Sewer Maintenance Superintendent, has a proposed pay grade of G-28 and a salary range for Jefferson County of \$56,950- \$88,254.

2. Historic Preservation Manager. Results of the 2015-2016 Classification Survey suggest the creation of a new job class to manage the historic preservation activities of The City of Birmingham. The purpose of this class is to manage the City's historic preservation program to include conducting historic preservation and urban design studies as well as maintaining existing programs and developing new programs as needed. Market data for a Historic Preservation Manager suggests an average rate of pay of \$77,233. The new class, Job Code 3040, Historic Preservation Manager, has a proposed pay grade of G-28 and a salary range for The City of Birmingham of \$54,974 - \$85,155.

(Motion made by L. Washington and Seconded by A. Florie)

d) The Board approved the following insurance policies for the Personnel Board of Jefferson County:

1. Business Liability Insurance with Hartford Casualty Insurance Company - The Personnel Board's current Business Liability Insurance will expire on May 31, 2016. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker (USI Insurance Services LLC), the Personnel Board was able to obtain a premium of \$4,389 for the term of 2016-2017. Last year's premium was \$4,293 which represents a slight increase of \$96 from last year.
2. Cyber Protection Insurance - The Personnel Board's current Cyber Protection Insurance will expire on June 13, 2016. Through Jefferson County's Purchasing Department, Risk Management Department and the County's Broker (Partner USI Insurance Services Corp.), the Personnel Board was able to obtain a premium of \$13,377 for the 2016 -2017 term. Last year's premium was \$13,425, which

represents a forty-eight dollar decrease.

(Motion made by L. Washington and Seconded by A. Florie)

e) The Board approved an amendment to renew a contract between the Personnel Board of Jefferson County and the Lamar Companies. This is an amendment that extends the contract that resulted from the Jefferson County's Request for Proposal No. 63-15 dated February 25, 2015, as it relates to the Code of Alabama 1975 Article 2 – State Bid Law. The total cost of this service is not to exceed \$35,600 and includes the following:

- \$2,500 monthly One (1) 14' x 48' illuminated vinyl billboard for twelve (12) months located at I-20/I-59 N, .2 mile North of 26th street Exit or one (1) 14' x 48' illuminated vinyl billboard at up to three (3) alternate comparable available locations selected by the Board.
- \$500 storage of up to two (2) vinyl billboards for up to twelve (12) months (\$250 each)
- \$1,500 hanging for up to (3) hangings (\$500 each)
- \$3,600 production of three (3) 14' x 48' vinyl billboards (\$1,200 each)

The contractual agreement with Lamar Companies to provide billboard services is effective October 1, 2016 and ends September 30, 2017. (Motion made by L. Washington and Seconded by A. Florie)

f) The Board approved a contract between the City of Birmingham and ABL Management. ABL Management, Inc. will provide food service to the City of Birmingham's correctional facilities including food, janitorial services and staff. The contract term is three years from approval/execution at a total cost of \$1,087,713.00 (\$362,571/year). Compared to 2014 – 2015 costs for providing food service using Merit System employees, ABL Management will provide the same services for approximately \$1,000,000 less over the 3 year term of the contract. The contract was approved based on the fact that it is more cost effective to contract the services. (Motion made by A. Florie and Seconded by L.K. Moore; Abstained - L. Washington,)

g) The Board approved a contract amendment between the City of Birmingham (PEP) and the

Department of the Army Corp of Engineers (ACOE). ACOE will resume a Feasibility Phase Study for Village Creek that was started in 1999 as authorized by the U.S. Congress in 1996. The purpose of the study was to determine options available to manage flooding in the Village Creek area. Due to a lack of funding and interest in the study, the City ended the study with ACOE in 2006. This six month contract amendment will finally complete the one-time study. The cost to complete the study is \$50,000. The contract was approved based on the fact that the services are temporary as the study will be completed within six months. (Motion made by L. Washington and Seconded by A. Florie)

- h) The Board approved a contract between the City of Center Point and Advance Disposal. Advanced Disposal will provide curbside collection and deposit for all items of containerized or bagged residential garbage generated within the corporate city limits of Center Point. The contract term is 2 years, effective 4/1/2016 to 3/31/2018, with an option to extend the contract 3 years. The contract cost of services is \$84,000 per year (\$1.64/resident's home; \$84,000 is based on 2015 costs). The City indicates that it would cost \$552,354 to perform the services outlined in the contract. This does not include the capital cost to purchase the equipment which is an additional \$515,000. Based on the fact that the majority of the work is unclassified and the fact that these services are generally contracted, 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 Allen E. Shealy, PhD. Dr. Shealy will provide pre-employment psychological screening for Deputy Sheriff applicants. The test results are furnished to the Alabama Peace Officers Standards and Training Commission as well as a statement of whether the individual should or should not be recommended for law enforcement. Dr. Shealy will assess applicants through administration of the Minnesota Multiphasic Personality Inventory test, the Stanford Reading Test, a moral maturity scale and a brief interview. Cost of services will be \$125/psychological evaluation with an estimated annual cost of \$6,500 is based on last year's usage. The contract term is 4 years, extending from January 1, 2016 to December 31, 2019. The contract was approved based on the sporadic and limited nature of the specialized services. (Motion made by L. Washington and Seconded by A. Florie)

- j) Appeal of Director's Determination – Carl K. Harris, II (Firefighter) – The City of Birmingham provided information regarding the manner in which the substance abuse policy was communicated to City personnel. The Director's determination to disqualify Mr. Harris, II remained unchanged. The Board affirms the Director's determination that there is sufficient basis under Rule 9.5 to disqualify Mr. Harris, II from examination. (Motion made by L. Washington and Seconded by A. Florie)

IV. CONTESTED ITEMS

- a) Charles Kidd vs. City of Birmingham (Public Works) (DA-2015-2036-BH) - Joint Motion to Dismiss 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)
- b) Cedric J. Smith vs. Jefferson County Sheriff's Office – (DA-2016-2057-JC) – Respondent's Motion to Dismiss Appeal – Jay Murrill, Counsel for Jefferson County Sheriff's Office, addressed the Board. Upon review, the Board finds that the Motion to Dismiss for Failure to Prosecute is due to be GRANTED. This appeal is hereby DISMISSED. (Motion made by L. Washington and Seconded by A. Florie)
- c) Howard Lee vs. City of Birmingham (Public Works) – (DA-2016-2055-BH) – Joint Motion to Dismiss 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)
- d) City of Bessemer (Fire Department) vs. Camara Blue – (DA-2012-1892) - Show Cause Order - Leslie Coyne, Counsel for the Board, provided information filed by both parties. The Board granted the motion to continue the Show Cause Hearing to the next Board Meeting, June 14, 2016. (Motion made by A. Florie and Seconded by L. Washington)

V. INFORMATION AND DISCUSSION ITEMS

a) The Board acknowledged the Intergovernmental Agreement between Jefferson County and the City of Leeds – road maintenance.

b) Provisional Appointments

1. John R. Whitehead	Mountain Brook	Fire Battalion Chief I	Approved
2. Patrick Dean	Mountain Brook	Fire Battalion Chief I	Approved
3. Katrina Thomas	Birmingham	Court Referral Officer	Approved

c) Advance Steps

1. Knight, Meredith	Museum Edu Coord	Birmingham	Approved
2. Parker, John	Skilled Laborer	Birmingham	Approved
3. Battles, Kelly	Police Officer	Homewood	Approved
4. Angelo, Matthew	Deputy Sheriff	Jefferson Co	Approved
5. Barnes, Brittany	Clinical Pharmacist	Jefferson Co	Denied*
6. Bimbo, Melanie	Auditor	Jefferson Co	Approved
7. Ernest, Gary	Auditor	Jefferson Co	Approved
8. George, Vickie	Senior Accountant	Jefferson Co	Approved
9. Reever, Shante	Clinical Pharmacist	Jefferson Co	Denied*
10. Temple, Dolores	Phys Therapy Mgr	Jefferson Co	Approved
11. Turner, Amber	Clinical Pharmacist	Jefferson Co	Approved
12. Washington, Quanita	Auditor	Jefferson Co	Approved
13. Mullins, Christopher	Fire Chief III	Mountain Brook	Approved

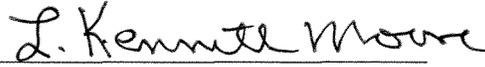
*Barnes and Reever did not meet requirements to warrant approval

d) March/April Board Bi-monthly Expenditure Reports

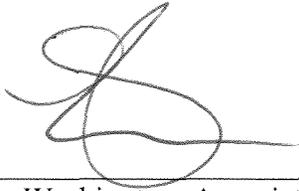
VI. EXECUTIVE SESSION

There was no executive session.

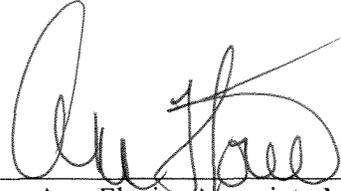
There being no further business, the meeting was adjourned at 2:06 p.m.



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